



SBCH Medicaid Verification System File Exchange

(Version 2, 10/1/2015)

SCHOOL BASED CHILD HEALTH (SBCH) FILE EXCHANGE

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INTRODUCTION

This document describes the process and instructions for exchanging files between SBCH (School Based Child Health) organizations and the Department of Social Services (DSS) via the HP Connecticut interChange system.

OVERVIEW

A new Medicaid verification system has been created to provide an automated and secure process by which SBCH organizations are able to identify students who are actively eligible for Medicaid on a specified date for verification, reporting and claiming purposes.

The process begins when SBCH organizations upload a request file of student data to the interChange secure server. The file is input to the new Medicaid verification system and a client match file is generated. The client match file is then made available on the secure server for the SBCH organization to download.

The client match file contains a “match level” indicator and client data from the Medicaid system. See the [File Layouts](#) section for more detail on the “Input SBCH Request File” and “Output SBCH Client Match File”.

Each SBCH organization will perform the secure upload and download mentioned above. There are several options for performing secure file transfers. This document contains information about two free open source software applications that perform secure file transfers. Please check with your IT department to make sure the tool you choose to use is an acceptable option for your organization.

When connecting to the interChange secure server, you will be prompted to enter a user ID and password. HP will provide IDs to each SBCH organization by secure email. Each organization will receive a test and a production user ID and password. The test ID will be used for the submission of a test file prior to being approved to submit a production file.

Note:

References to input files in this document refer to files originating outside the interChange secure server. These files are uploaded and transferred by SBCH organizations to the interChange secure server.

References to output files in this document refer to files originating from the interChange secure server. These files are the response files downloaded and transferred by SBCH organizations from the interChange secure server.

CONTACT INFORMATION

Refer questions or issues regarding FileZilla, Bitvise or any secure file transfer application software to your help desk or IT department.

Refer questions regarding connecting to the secure server, file uploads, file downloads, file layouts or data to HP at CTXIX-SBCH@hp.com.

FILE PROCESSING SCHEDULE

HP will process SBCH request files on a daily basis. Files uploaded to the interChange secure server by 5:00 p.m. will be processed within 2 business days. When the client match response file is available for download, the designated contacts from the SBCH organization **will be notified by email.**

Files may be uploaded on any frequency based on the needs of the SBCH organization. Daily, weekly, monthly, quarterly, annual or any other frequency is acceptable. Files are processed in the order received. One response file and notification email will be generated for each file uploaded.

The following is an example of the email notification:

From: DSCT Mod ID [mailto:dsctmod@ctdssmap.com]
Sent: Monday, April 13, 2015 1:35 PM
To:
Subject: Client Match File Available

The input SBCH Request file [your input file name] from school district [your district] has been processed. The Client Match File for the CT Medical Assistance Program is now available and can be found on the CT SFTP server in your output directory.

If the email contains “**dsctmod**” in the From address, it is a **test** file notification.

If the email contains “**dsctprod**” in the From address, it is a **production** file notification.

SENDING AND RECEIVING FILES

To send or receive a file, users must establish a connection to the interChange secure server using the host name. The following table includes the host name, IP address and port for informational purposes:

- **Host Name** sftp.ctdssmap.com

The host name is the preferred and recommended method of connecting.

- **IP Address** 192.85.128.132 **Port** 22

After connected, determine the appropriate login ID and password to use for the secure transfer. If the file is a production file, use the production ID and password provided by HP. If the file is a test file, use the test ID and password provided by HP.

Specific steps to establish a connection and transfer files are based on the application software used. HP recommends that SBCH organizations work with their IT support group or help desk to determine the best software application to use.

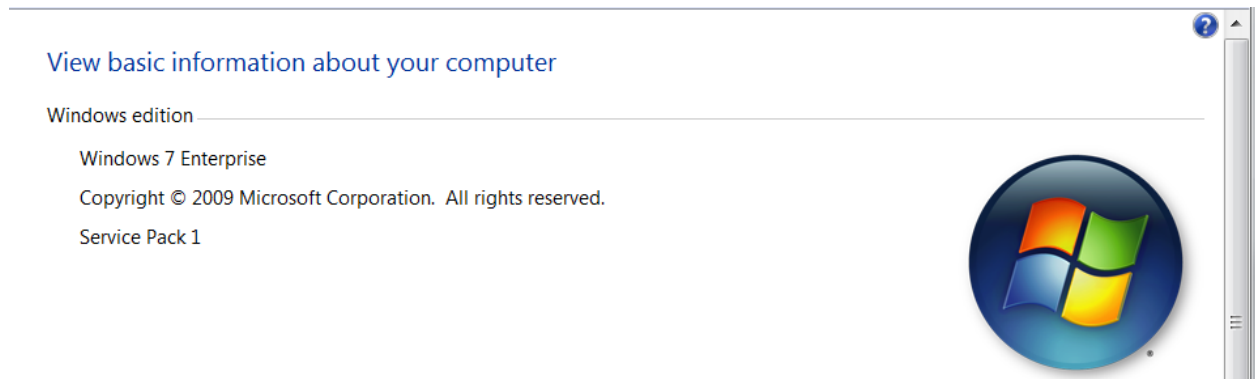
The following sections provide details for installation, connection and transferring of files using free open source applications, FileZilla and Bitvise as they currently exist. This information is provided for your convenience and the decision to use them is strictly the responsibility of the end user. These applications are not associated with or maintained by HP. Choosing a source application/downloading FileZilla or Bitvise only needs to occur one time. Once you download the program, that is what you will use to send and receive files using the eligibility system. Only ONE software program should be selected.

Which File Transfer Tool to Use: FileZilla or Bitvise?

FileZilla is available for Windows Vista, 7, 8 and 8.1 for 32 and 64 bit operating systems. If you have an older version of windows, go to the download instructions for Bitvise.

How to determine your PCs Windows operating system:

1. Open the **Windows Control Panel**
2. Select **"System"**
3. The following is an example of the Window that opens when checking the version in Windows 7



FileZilla

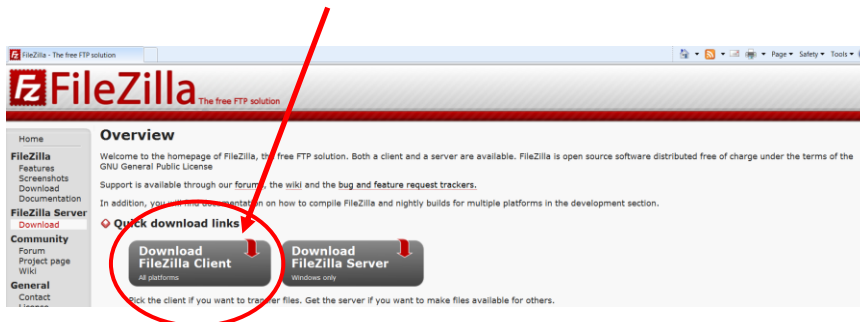
FileZilla is open source software that provides the means to transfer files using a secure connection. The tool can be downloaded from <https://filezilla-project.org/>. Select and install the **client version**.

For additional information and documentation on FileZilla, refer to the following link:

<https://wiki.filezilla-project.org/Documentation>

1. Installing FileZilla

- a. Use your internet browser to access and install FileZilla: <https://filezilla-project.org/>
- b. Select “**Download FileZilla Client**”



- c. Select “**Download Now**”

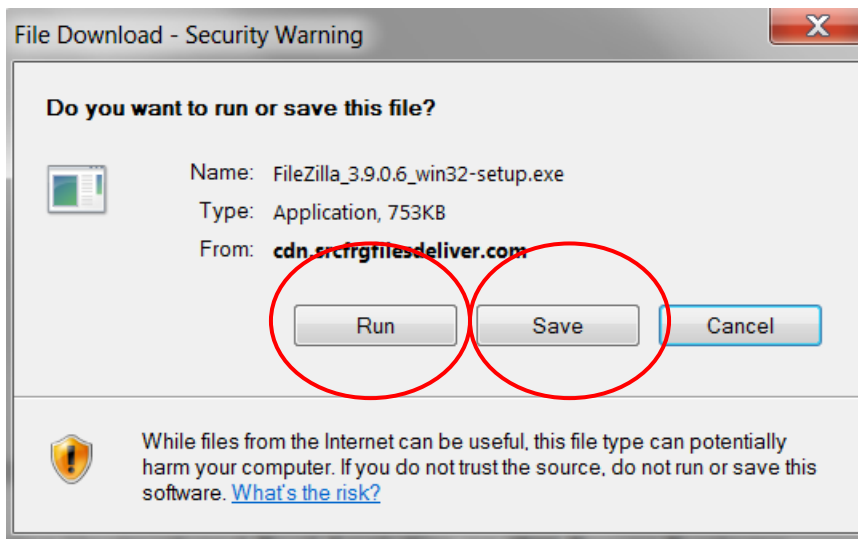
Note: Note that there is reference in the diagram below that states that the installer may include bundled offers. **Do not accept the bundles. This document will guide you past those options.**

Also note that FileZilla will only operate with Windows Vista, 7, 8 and 8.1. FileZilla will not work with any Windows operating system that is not listed. If you are not sure which operating system you are using, refer to the “How to determine your PCs Windows Operating System” of this document.



- d. Select **“RUN”** or **“SAVE”**

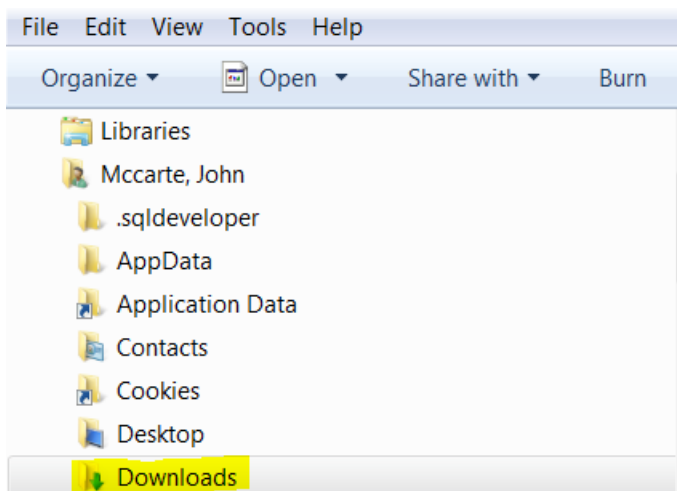
“RUN” may not appear so you will have to save the executable to your local drive. Once the file is saved, navigate to that directory and double click the filename.



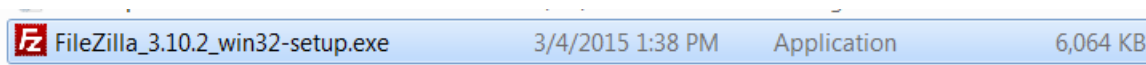
- e. **If you select “SAVE”** the executable file will save to your workstation and continue to step “f”. If you select **“Run”**, skip to step “h”.

You will be given the option of where to save the file. Save it to your **“Downloads”** directory.

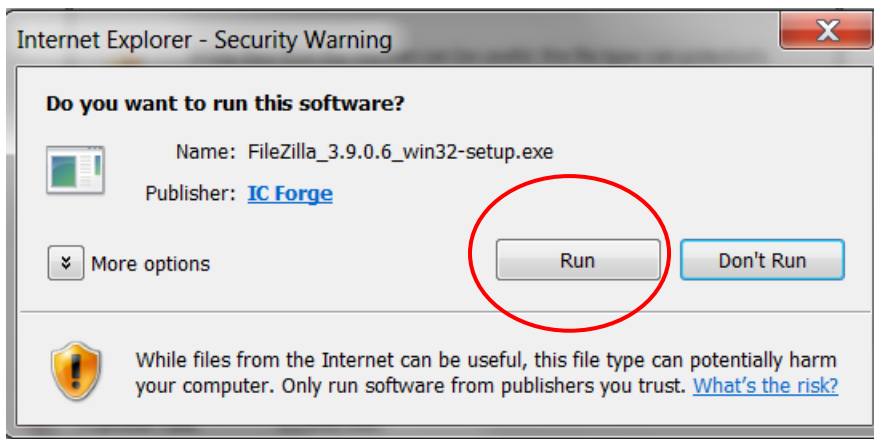
- f. Access the **“Downloads”** directory using **Windows Explorer**



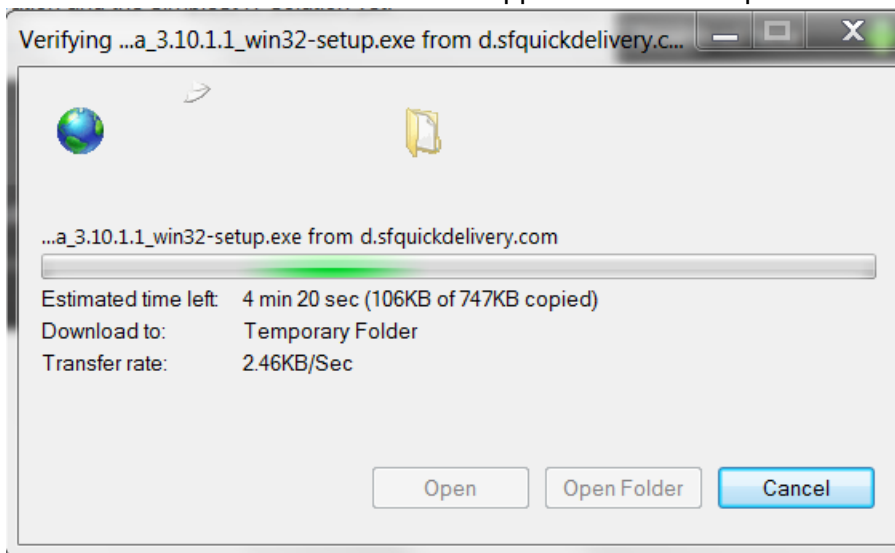
- g. Double click the executable file name



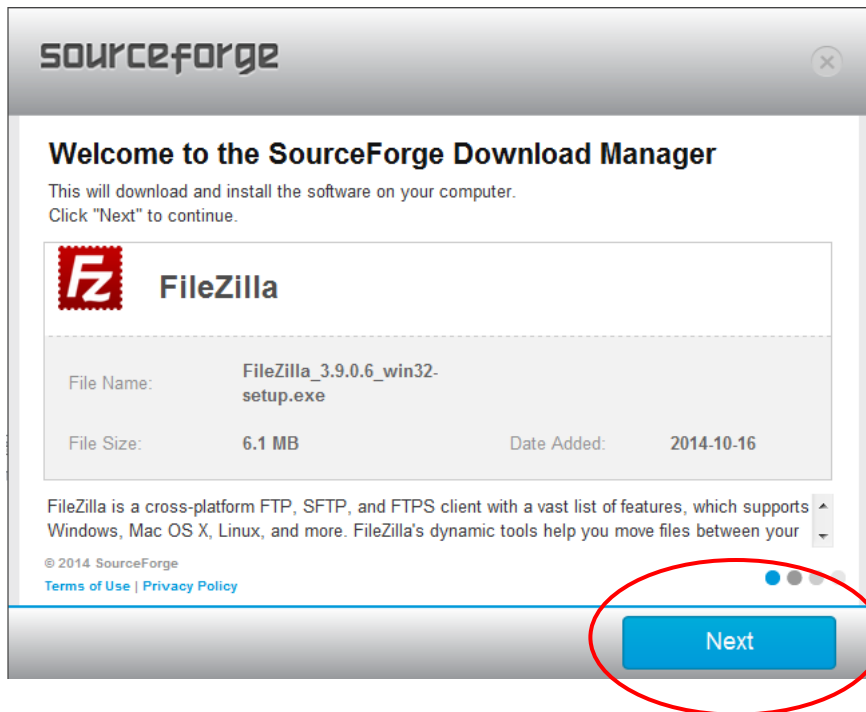
- h. If you selected **“RUN”**, you may see the following. If you do, select **“RUN”** again.



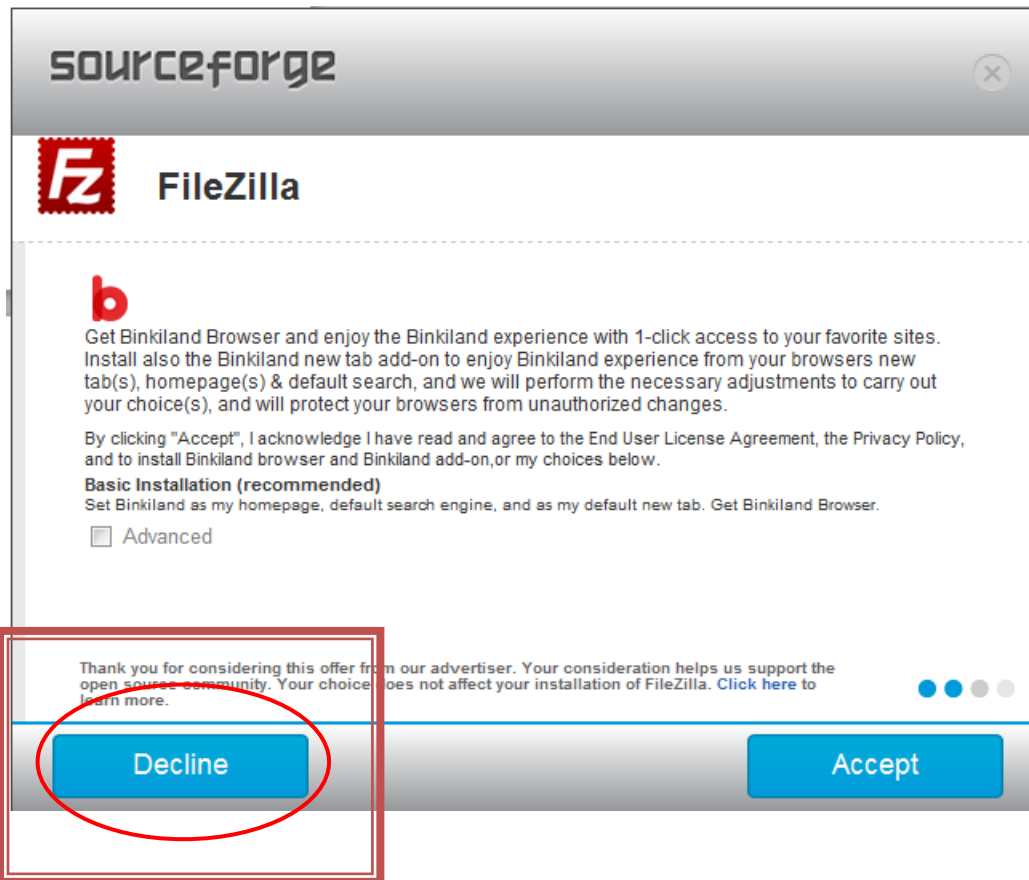
The window below will show that the application is in the process of downloading.



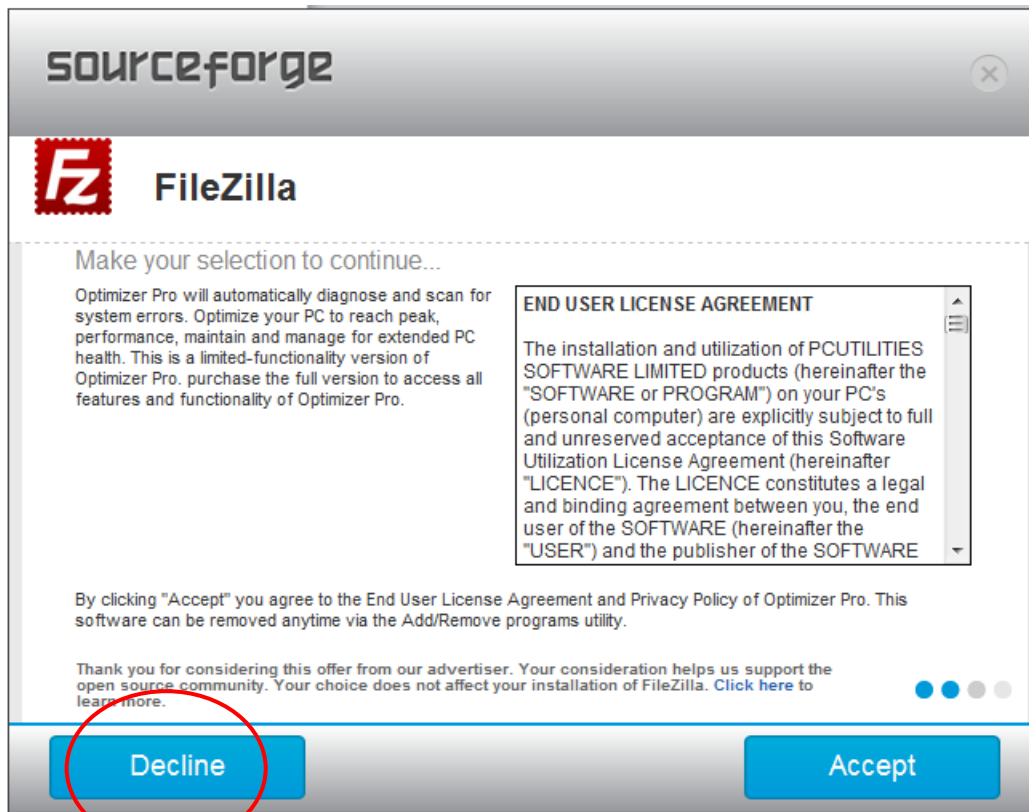
- i. Select **“Next”**



- j. **Select “DECLINE” in the window below**
DO NOT select “Accept”

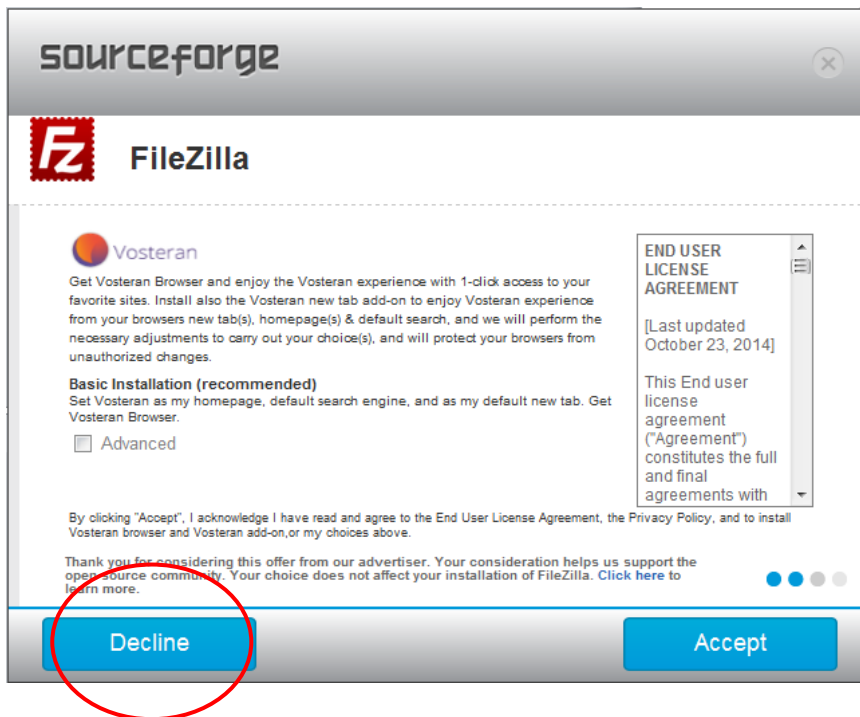


- k. **Select “DECLINE” in the window below**
DO NOT select “Accept”



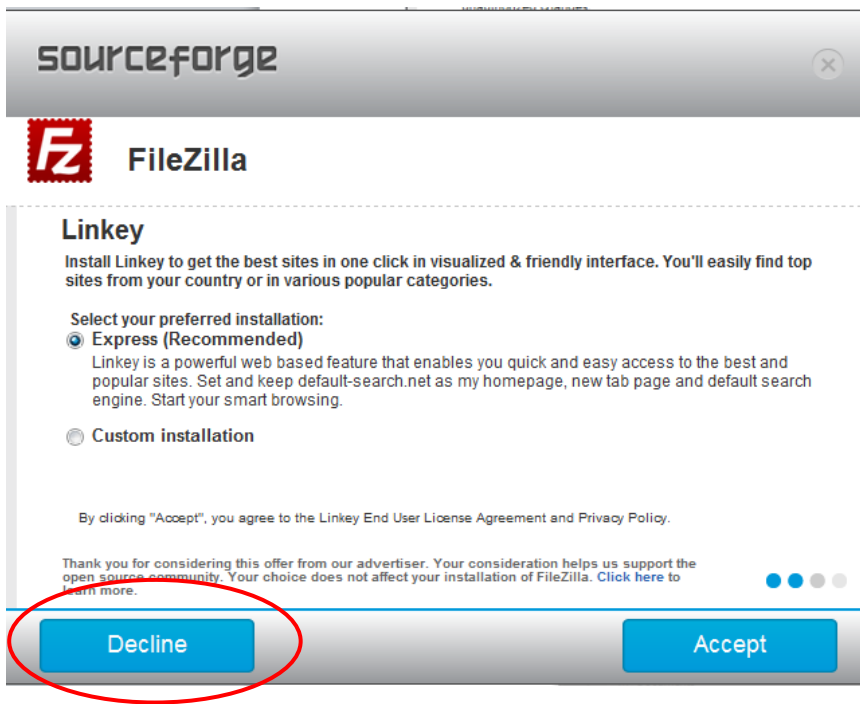
I. Select "DECLINE" in the window below

DO NOT select "Accept"

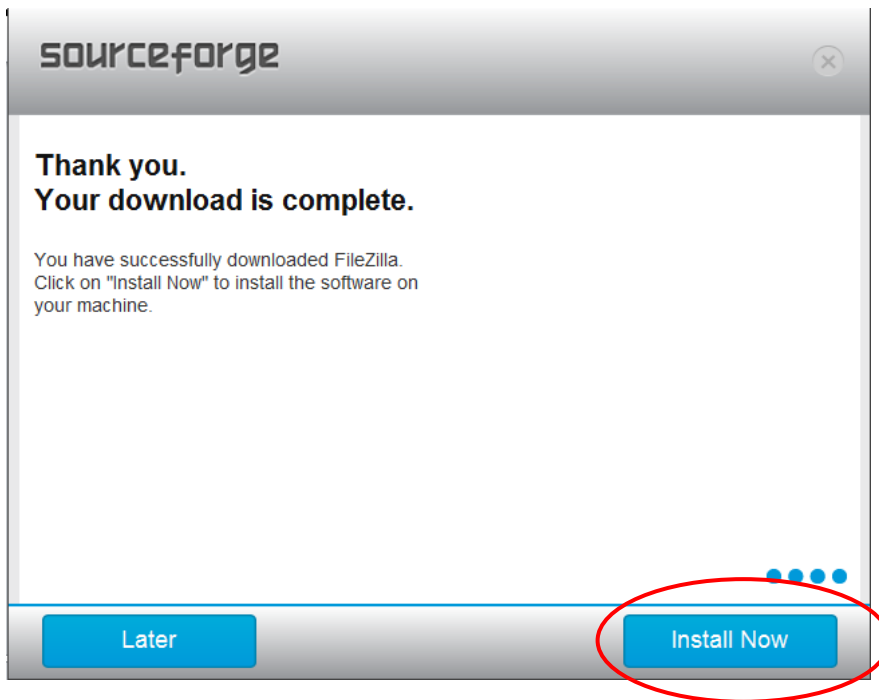


m. Select "DECLINE" in the window below

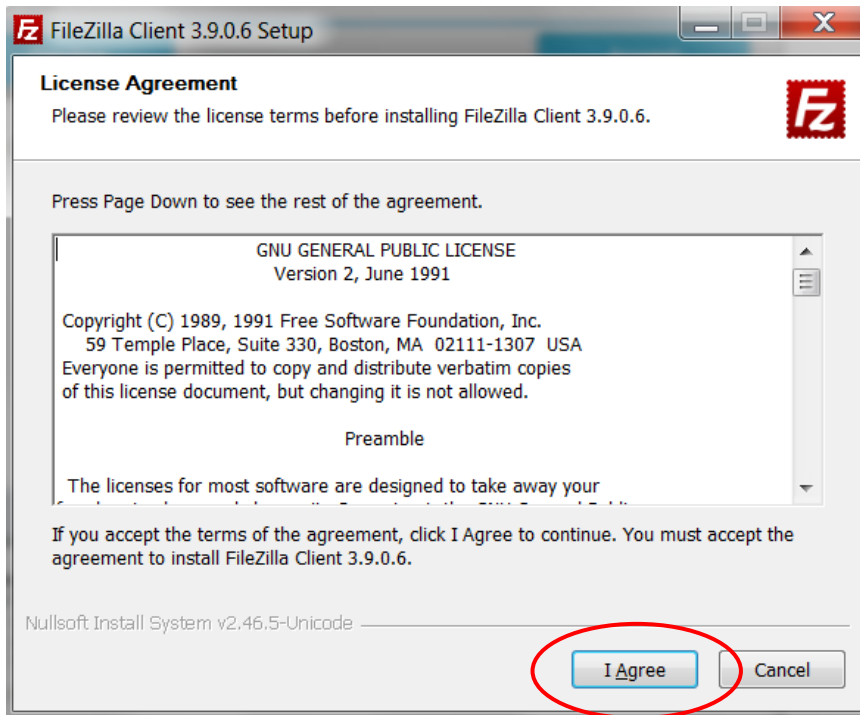
DO NOT select "Accept"



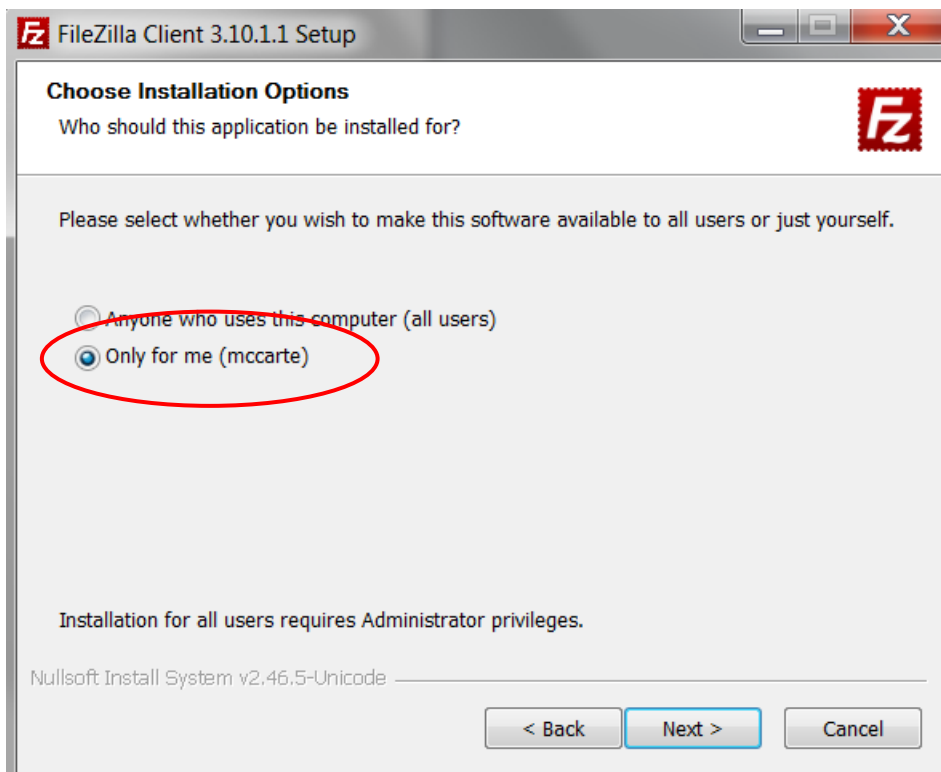
n. Select "INSTALL NOW"



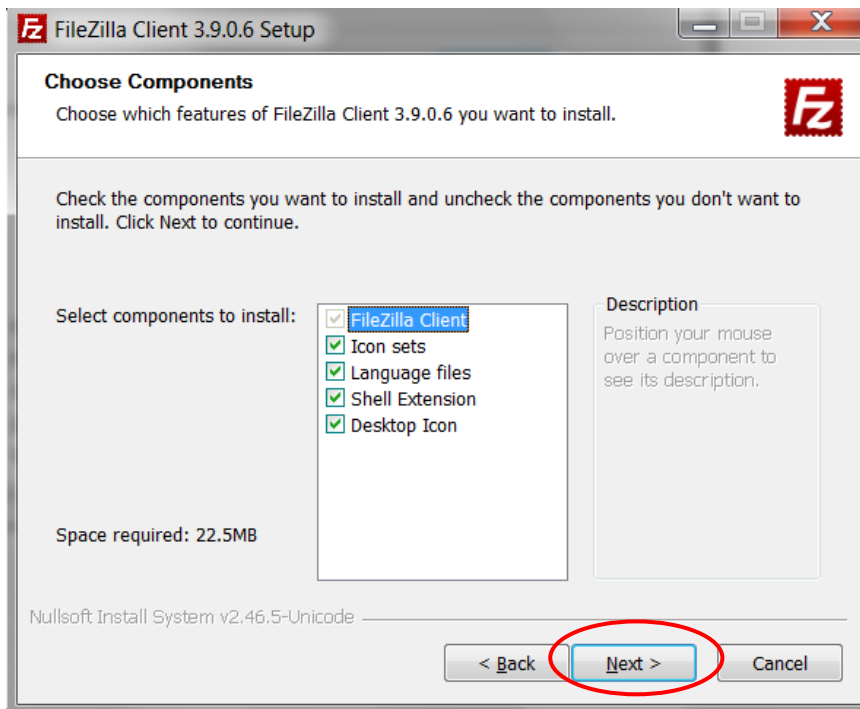
- o. Select “I Agree”



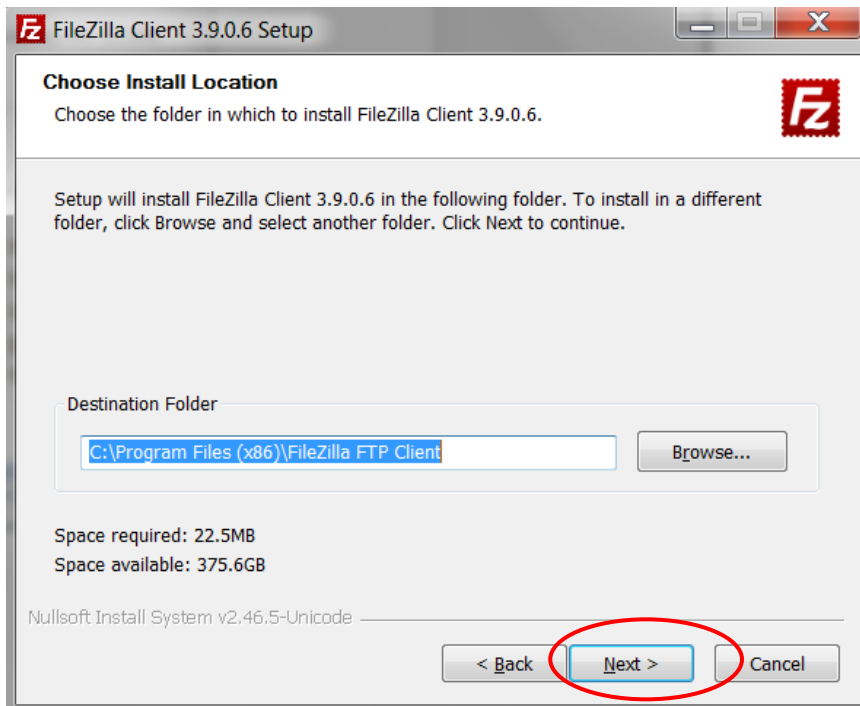
- p. Click on “Only for me” and select “NEXT”.



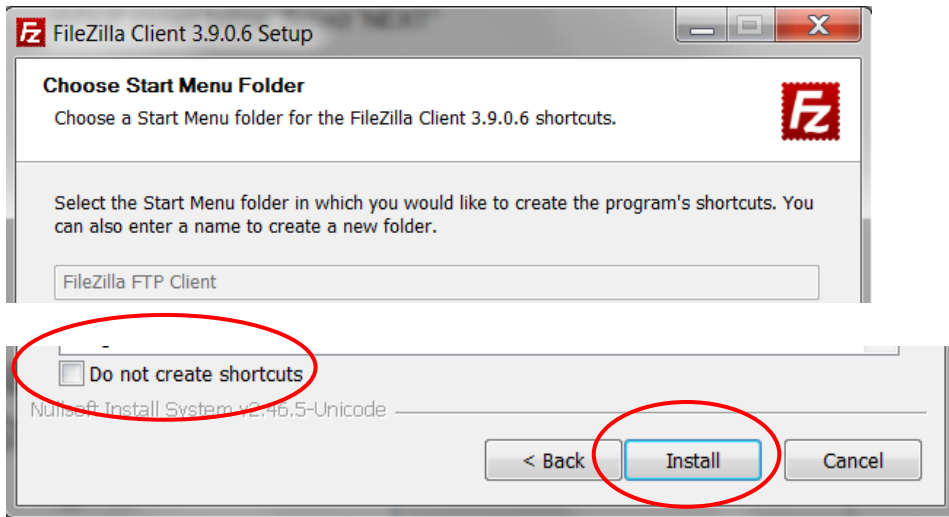
q. Select **"NEXT"**.



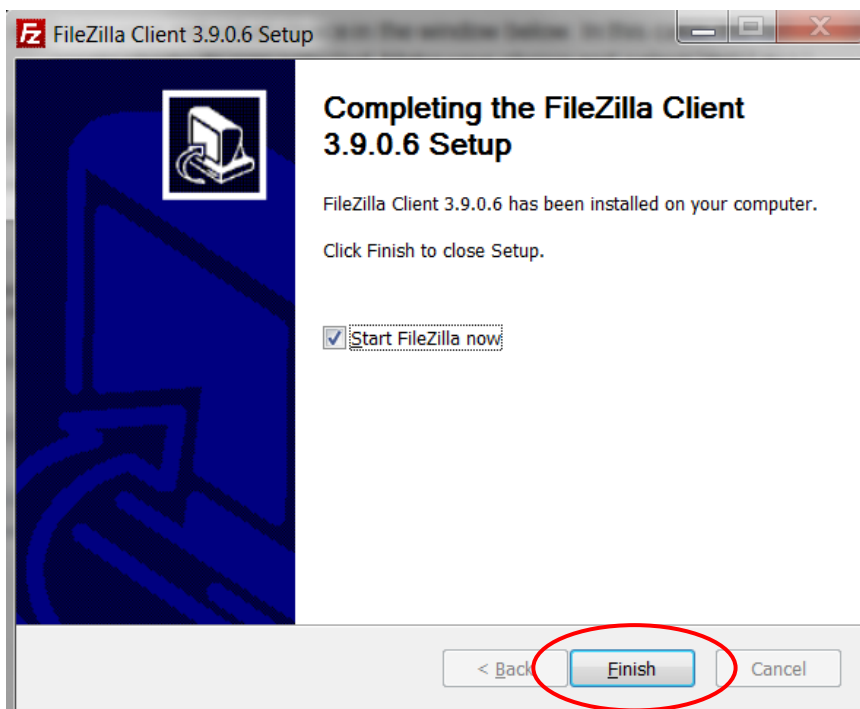
r. Select **"NEXT"**



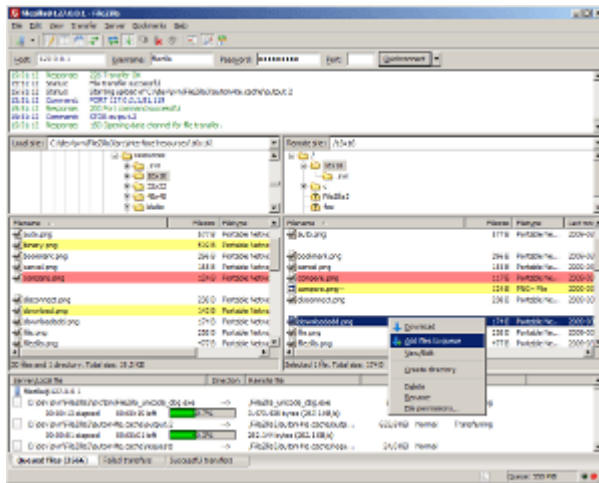
- s. Leave “Do not create shortcuts” as blank. select “INSTALL”



- t. Once the application is installed select “FINISH”



- u. At this point FileZilla will start and you should see something similar to the following diagram.



2. Starting FileZilla

Where you open FileZilla is dependent on your operating system. Listed below is an example on how to open FileZilla in the Windows 7 environment.

- Click on the start bar



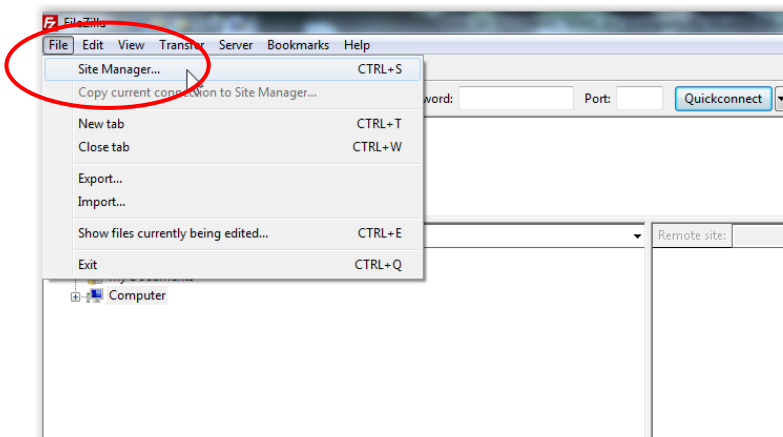
- Select the “All programs” option
- Select the “FileZilla FTP Client” folder
- Select “FileZilla”



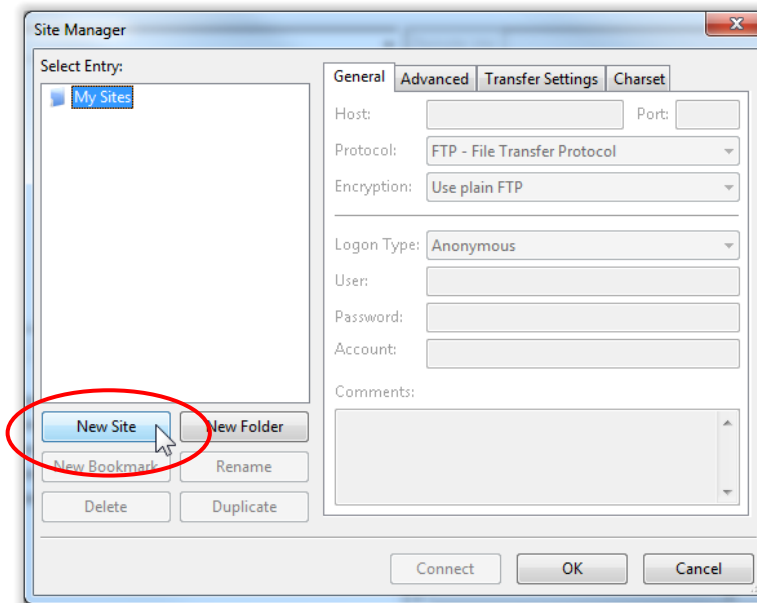
3. Create a Connection to the interChange Secure Server

The following provides direction for setting up a new site using the FileZilla Site Manager option.

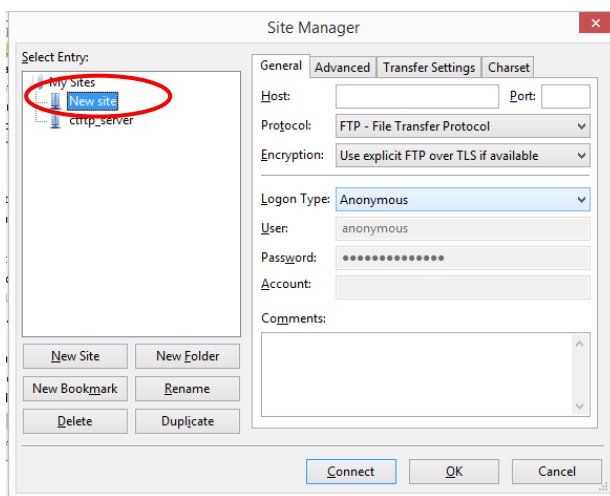
- Select the “Open Site Manager” button located from the “File” dropdown in the toolbar.



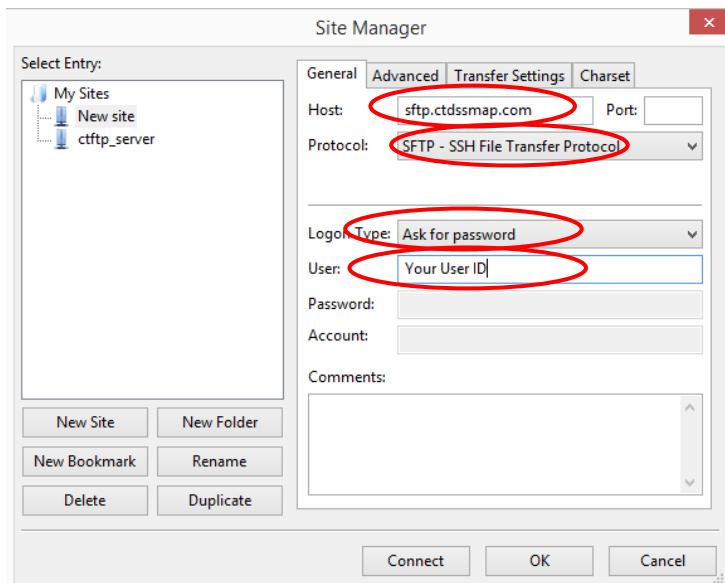
- b. Select **"New Site"** from the Site Manager window.



- c. Click on **"New site"** and type in a new name.
Note: **If you miss this step**, click the **"Rename"** button and give the site a new name.



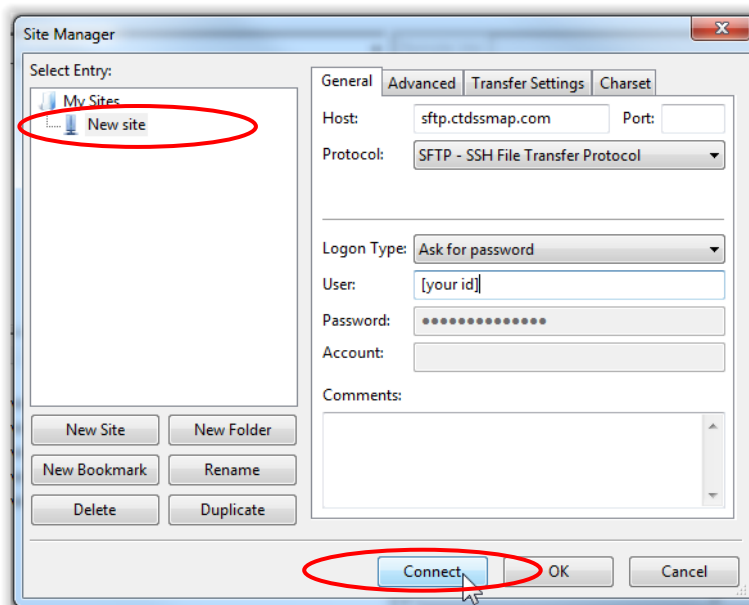
- d. Enter the host name in the **"Host:"** field as shown below.
e. In the **"Protocol:"** dropdown select **"SFTP – SSH File Transfer Protocol"**.
f. Select **"Ask for password"** in the **"Logon Type:"** dropdown.
g. Enter the **user ID** in the **"User:"** field. (**User ID and Password will be provided to you by HP**)



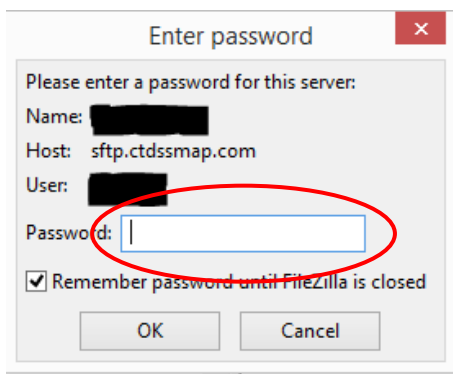
4. Uploading Files to the Secure Server Using FileZilla

This section covers uploading a file from your workstation to the interChange secure server. The following provides direction on how to connect to and transmit a file from your local workstation to the interChange secure server.

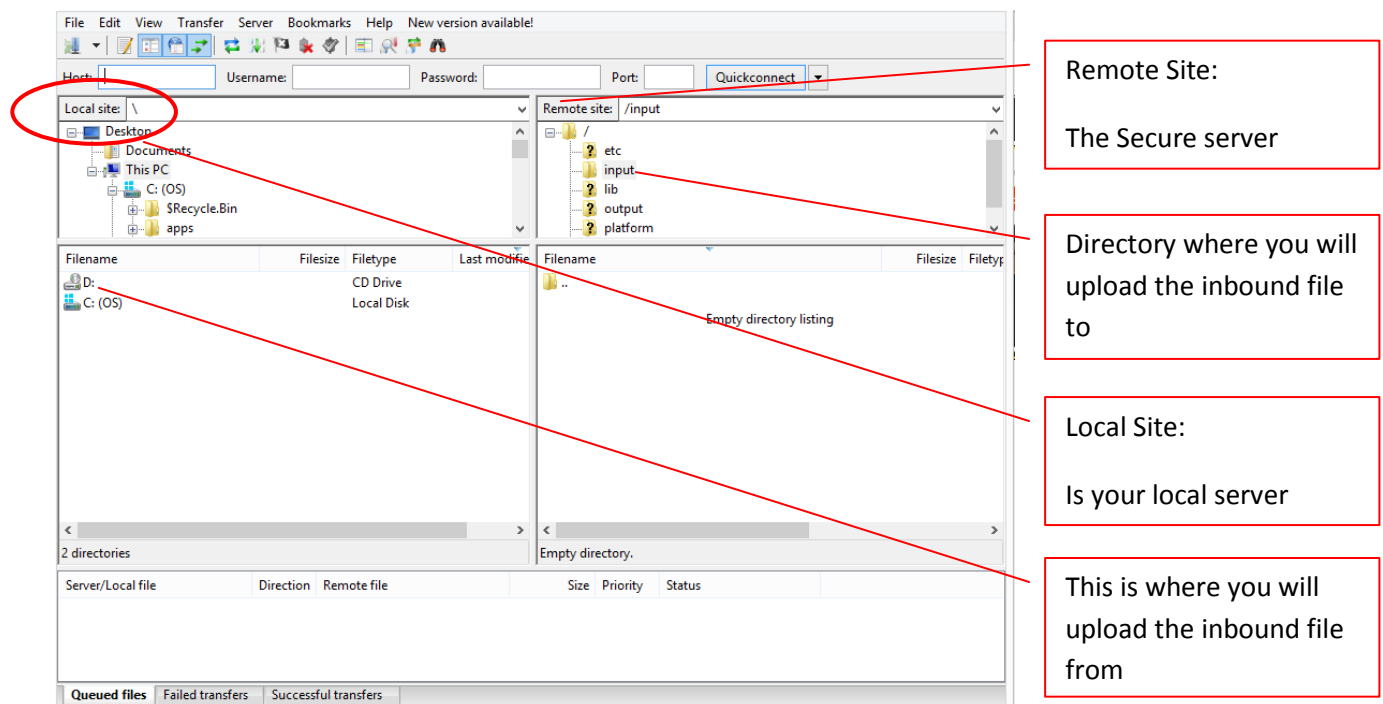
- a. **Highlight** the site you created in the section “3. Create a Connection to the interChange Secure Server”.
Click the “**Connect**” button.



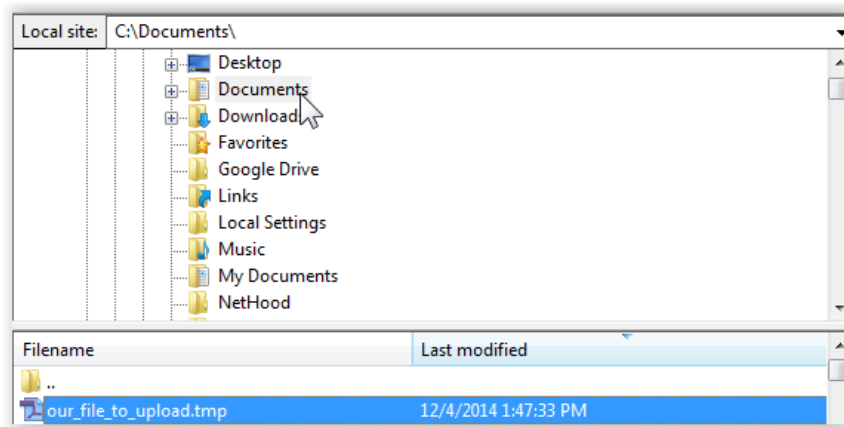
- b. Enter the password.



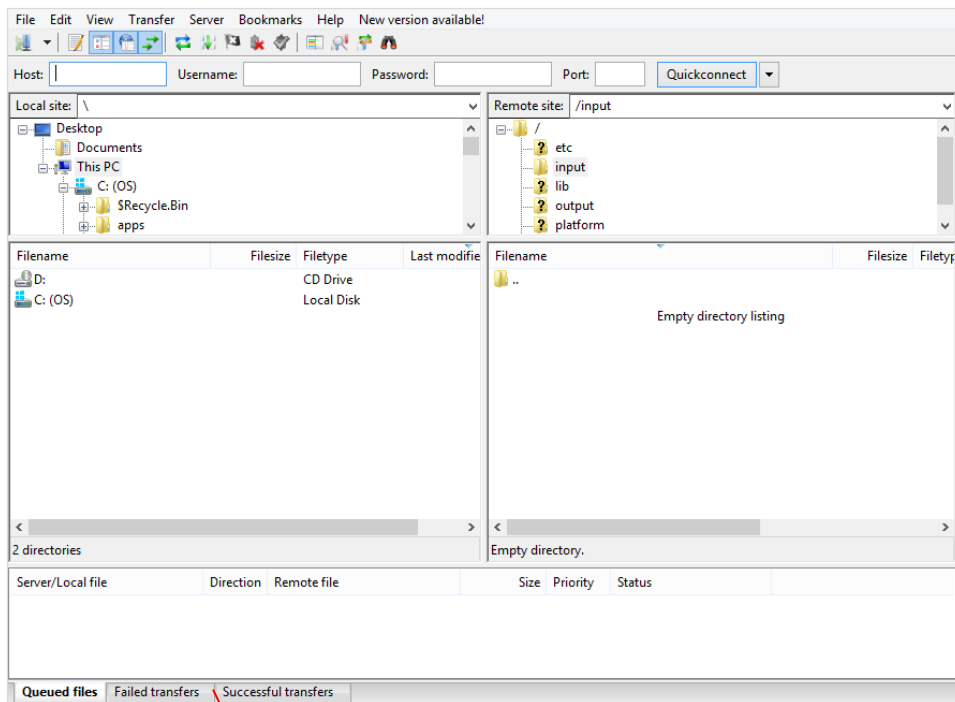
- c. Once the connection has been established, double click the **input directory** located under the “**Remote site**” side of the tool. The “**Remote site**” is on the **right** side of the application. The “**Remote site**” is the secure server that you will **upload the file to**.



- d. Navigate to the location of file to be sent in the “**Local site**” section of the tool. *Your actual directories will differ from those listed below.* This is where you will find the file that you want to **upload**.



- e. Double click the file to that you intend to send.
- f. You may verify the transfer by selecting the “Failed transfers” and “Successful Transfers” tabs located at the bottom of the tool.



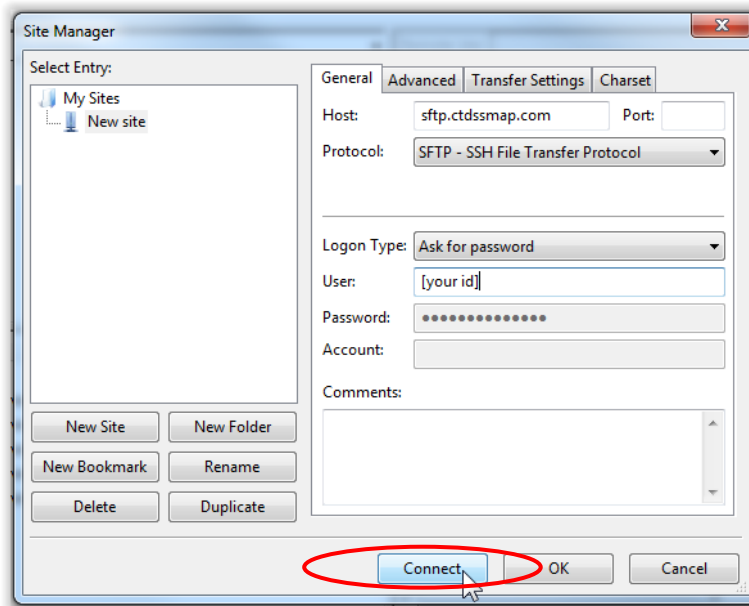
Failed and Successful transfers tabs.

- g. **Close FileZilla** by selecting “File” and “Exit” options on the upper left hand side of the tool or click on the “X” located at the upper right hand corner of the window.

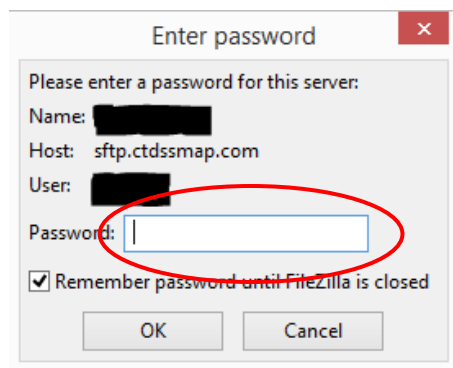
5. Downloading Files from the Secure Server Using FileZilla

This section covers downloading a file from the interChange secure server to your local workstation. The following provides direction on how to connect to and transmit a file from the interChange secure server to your local workstation.

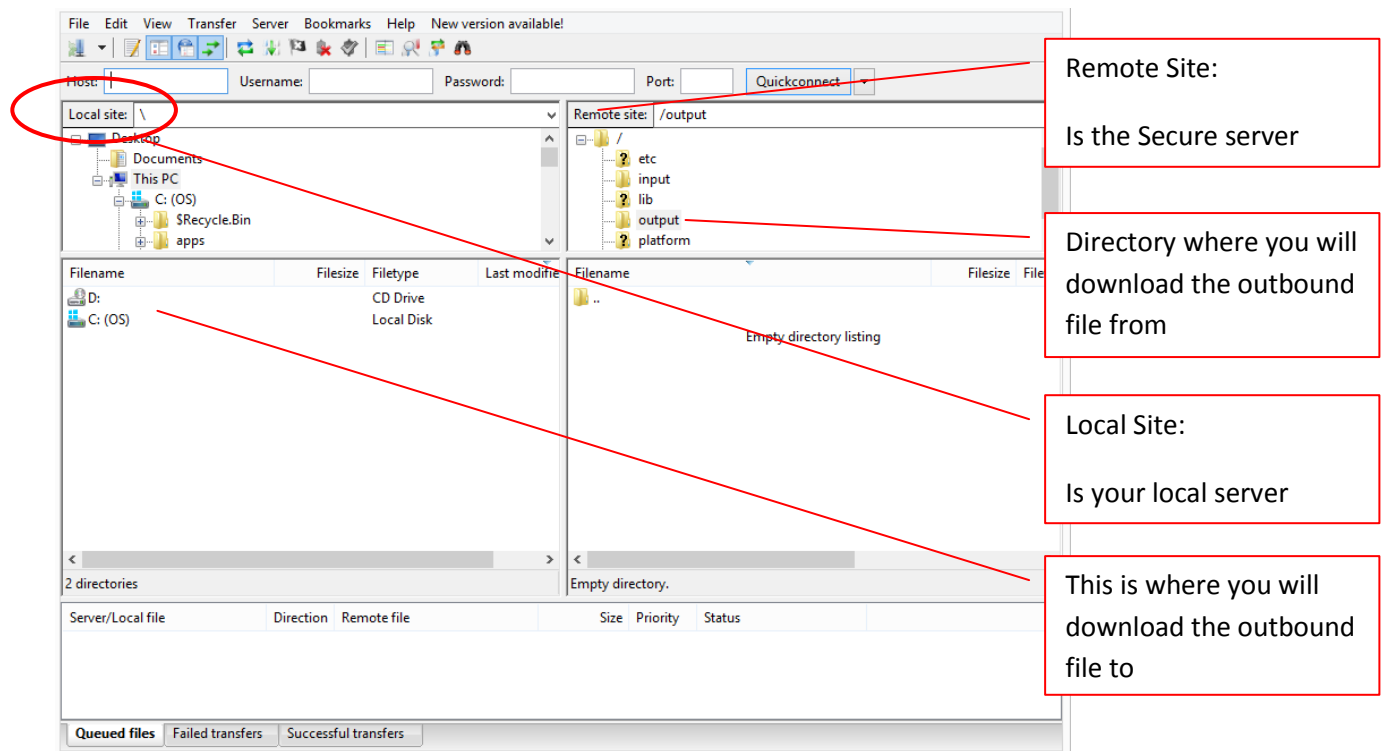
- a. **Highlight** the site you created in the section “3. Create a Connection to the interChange secure server”.
Click the “**Connect**” button.



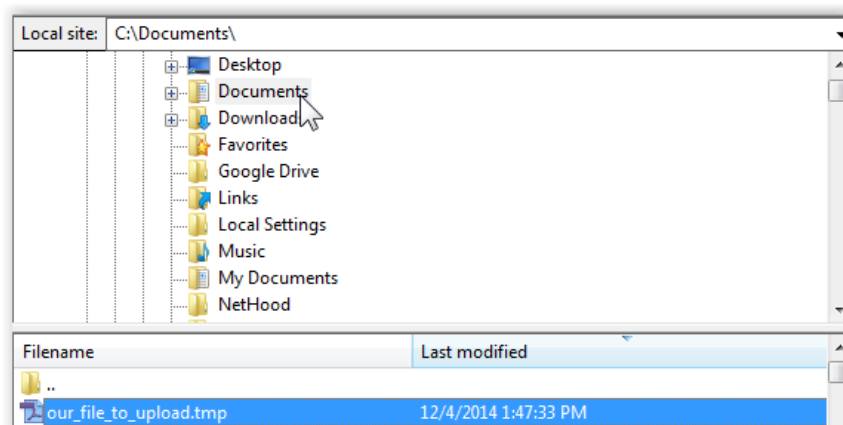
- b. Enter the password.



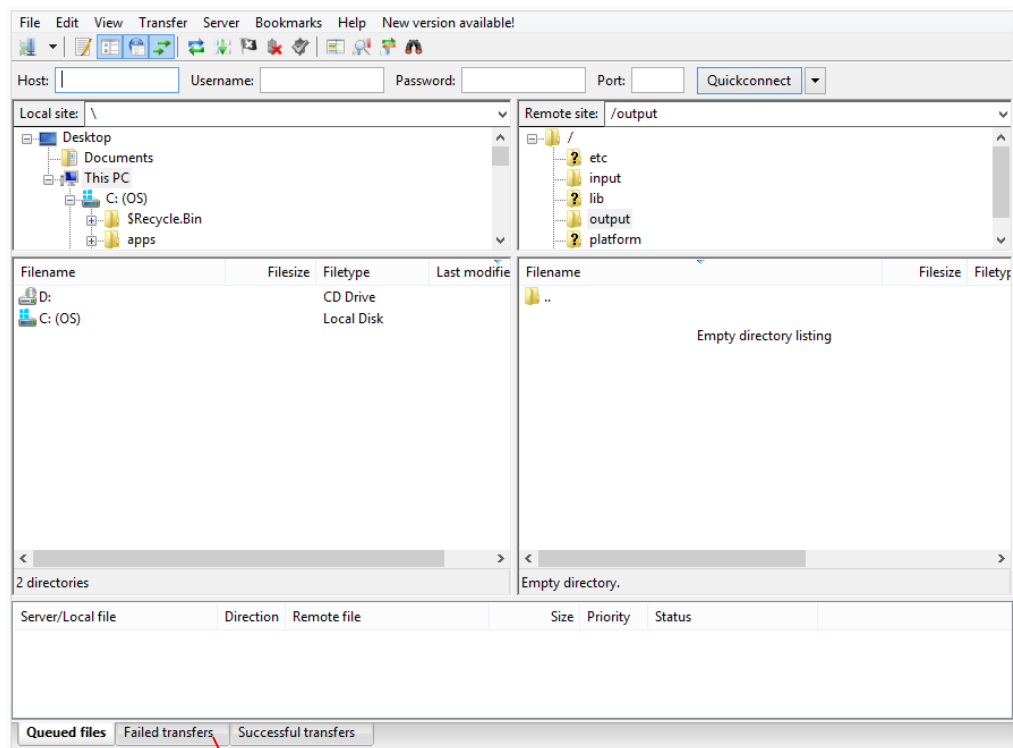
- c. Once connection has been established, double click the **Output directory** located under the “**Remote site**” side of the tool. The “**Remote site**” is on the right side of the application. The “**Remote site**” is the secure server that you will download the file from. You will see the file listed under the “Filename” window.



- d. Navigate to the location in the “**Local site**” box where you want to download the file to. *Your actual directories will differ from those listed below.*



- e. **Double click the file** on the “**Remote Site**” section of the FileZilla tool that you intend to download.
- f. You may verify the transfer by selecting the “Failed transfers” and “Successful Transfers” tabs located at the bottom of the tool.



Failed and Successful transfers tabs.

- g. **Close FileZilla** by selecting “**File**” and “**Exit**” options on the upper left hand side of the tool or click on the “X” located at the upper right hand corner of the window.

Bitvise Tunnelier

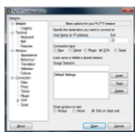
Bitvise Tunnelier is open source software that provides the means to transfer files using a secure connection. The tool can be downloaded from <http://www.putty.org/>. Select and install the **client version**.

Bitvise is a secondary choice to FileZilla and is a viable option when FileZilla is not. FileZilla cannot be installed if your operating system is not one of the following:

Windows Vista, 7, 8 and 8.1 for 32 and 64 bit operating systems

1. Installing Bitvise Tunnelier

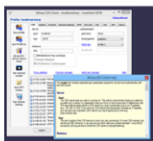
- a. Use your internet browser to access and install Bitvise Tunnelier: <http://www.putty.org/>
- b. Under the Bitvise SSH Client heading, select the link “**download Bitvise SSH Client here**”



Download PuTTY

PuTTY is an SSH and telnet client, developed originally by Simon Tatham for the Windows platform. PuTTY is open source software that is available with source code and is developed and supported by a group of volunteers.

You can download PuTTY [here](#).



Bitvise SSH Client

Bitvise SSH Client is an SSH and SFTP client for Windows. It is developed and supported professionally by Bitvise. The SSH Client is robust, easy to install, easy to use, and supports all features supported by PuTTY, as well as the following:

- graphical SFTP file transfer;
- single-click Remote Desktop tunneling;
- auto-reconnecting capability;
- dynamic port forwarding through an integrated proxy;
- an FTP-to-SFTP protocol bridge.

Bitvise SSH Client is **free for personal use**, as well as for individual commercial use inside organizations. You can [download Bitvise SSH Client here](#).

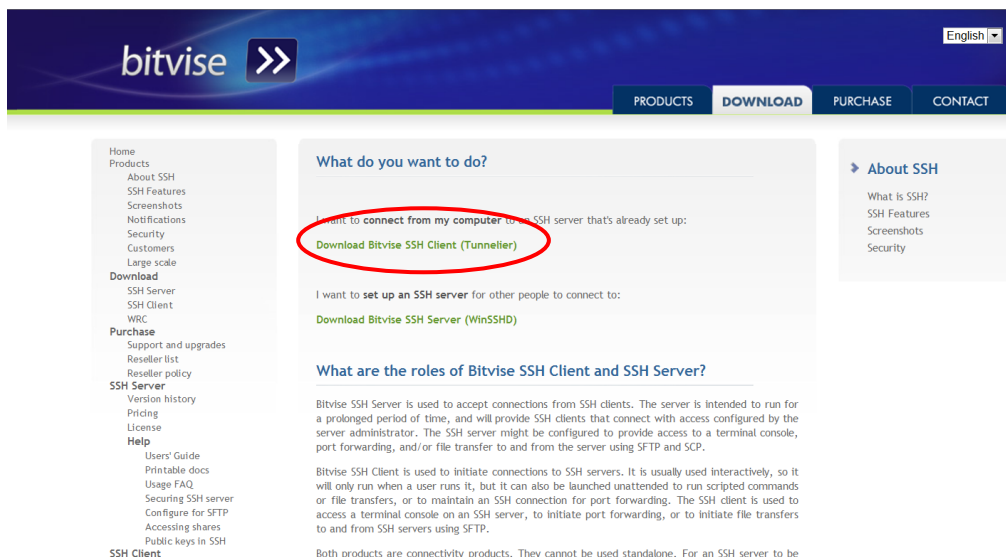


Bitvise SSH Server

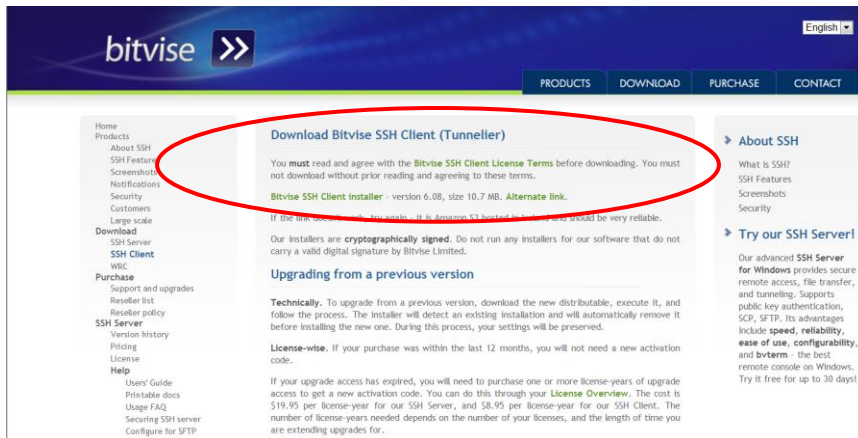
Bitvise SSH Server is an SSH, SFTP and SCP server for Windows. It is robust, easy to install, easy to use, and works well with a variety of SSH clients, including Bitvise SSH Client, OpenSSH, and PuTTY. The SSH Server is developed and supported professionally by Bitvise.

You can [download Bitvise SSH Server here](#).

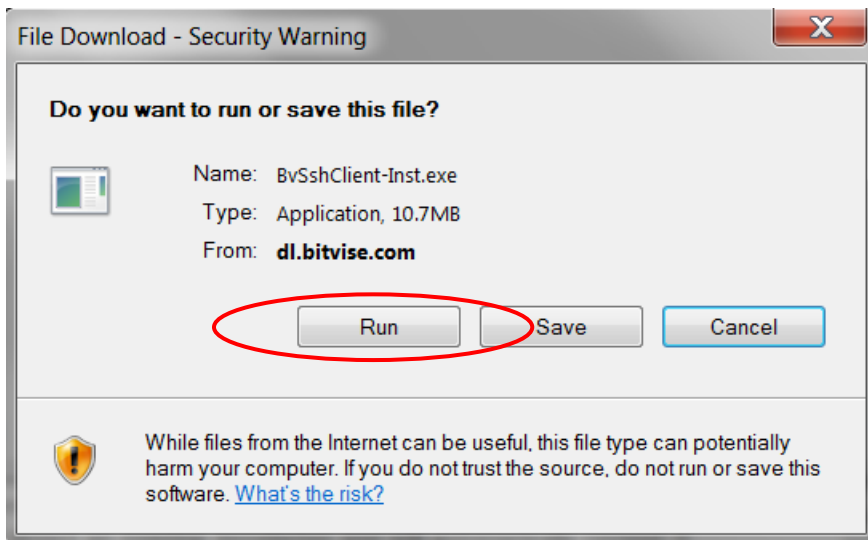
- c. Select “**Download Bitvise SSH Client (Tunnelier)**”



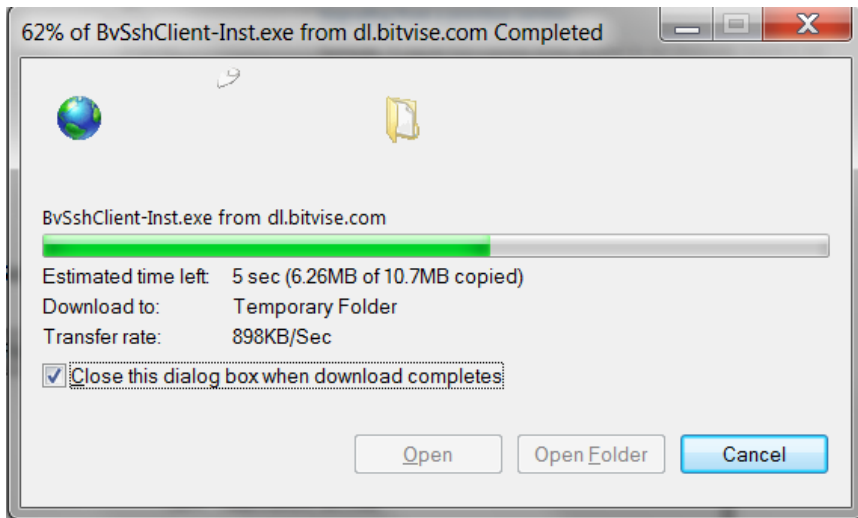
- d. Read the Bitvise SSH Client License Terms before downloading.
Select "**Bitvise SSH Client Installer**"



- e. Select either **RUN** or **SAVE**

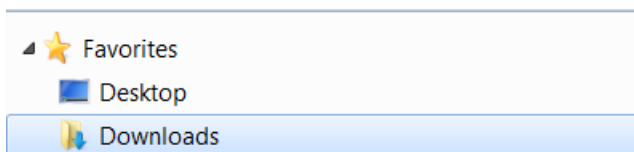


If you select RUN to see the following:

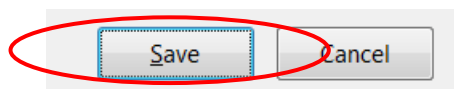


If you select **SAVE**

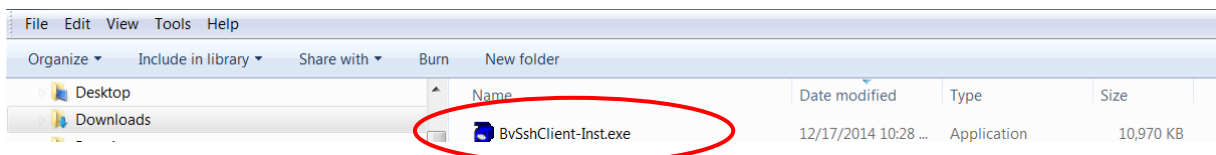
You will be prompted to select where to **SAVE** the installation files to. Select an appropriate directory. In this example the downloads directory is selected.



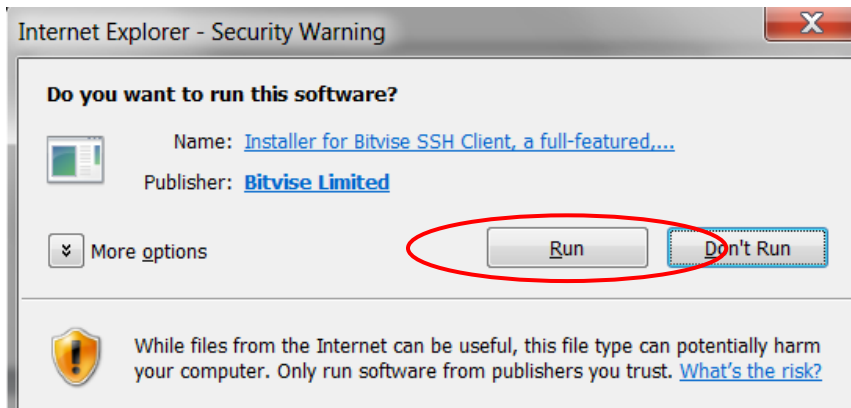
Select **SAVE**



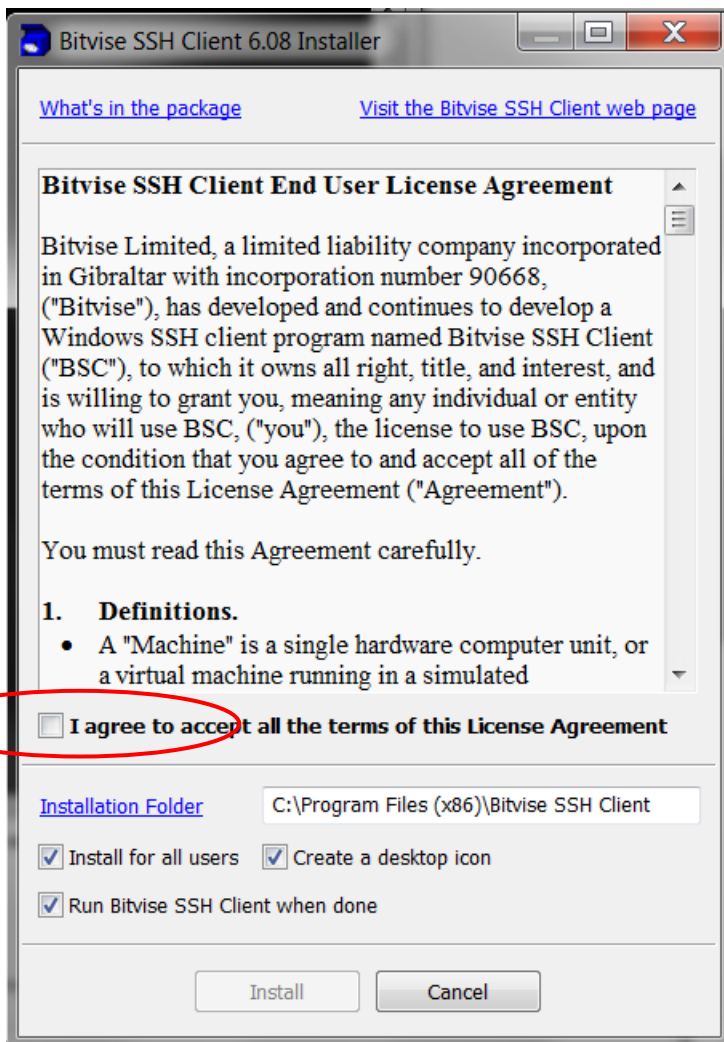
- f. Access the installation file that was just saved
Double click the file "**BvSshClient-Inst.exe**"



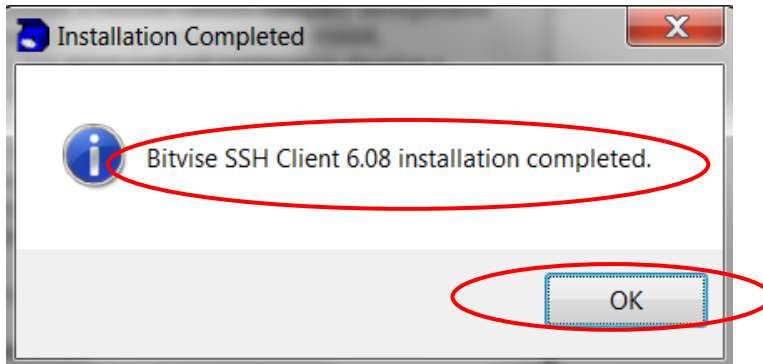
- g. Regardless of whether you selected **RUN** or **SAVE**, you should see the following.
Select "**RUN**"



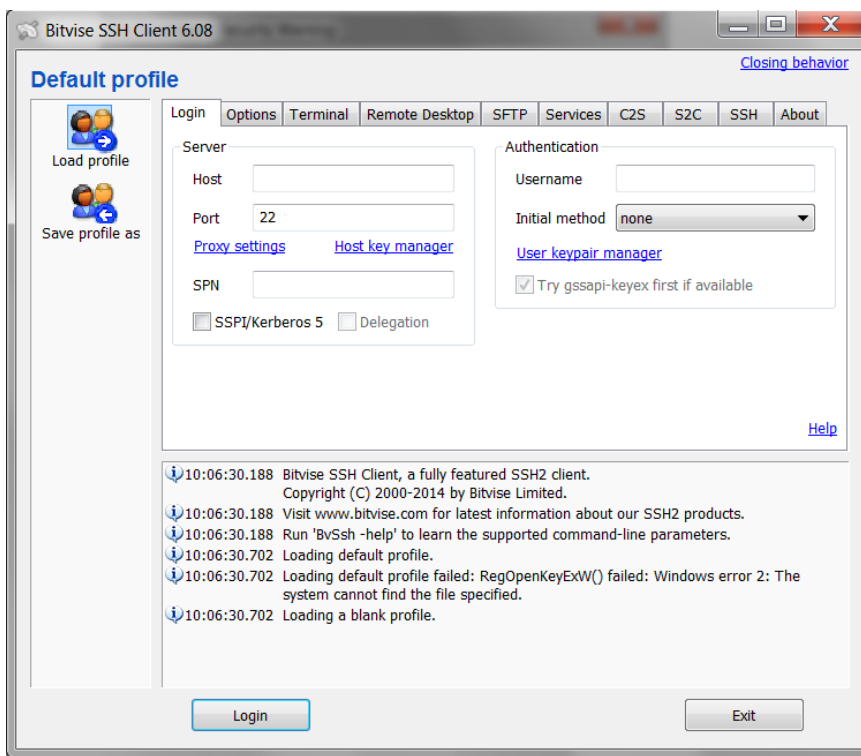
- h. Click the box next to **"I agree to accept all the terms of this License Agreement"**

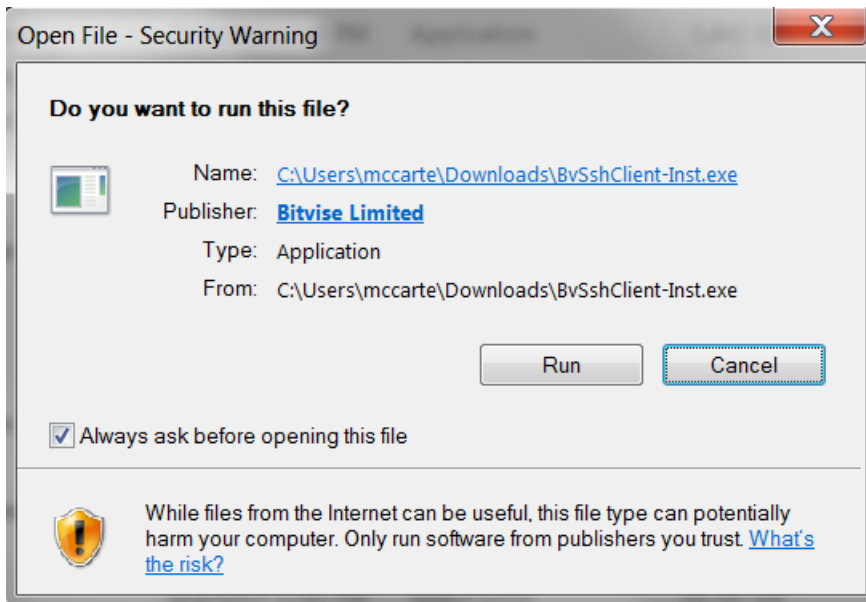


- i. When the installation is complete, you will see the following. Select “OK”.

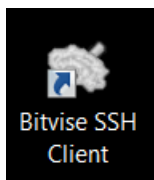


Once “OK” is selected, you will see the following window.





- j. The Following Icon will be added to your desktop
Click this icon to start Bitvise.



2. Starting Bitvise Tunnelier

Where you will open the Bitvise application is dependent on your operating system. Listed below is an example on how to open Bitvise in the Windows 7 environment.

- a. Click on the **start bar**



- b. Select the “**All programs**” option
c. Select the “**Bitvise SSH Client**” folder
d. Select “**Bitvise SSH Client**”



Bitvise SSH Client

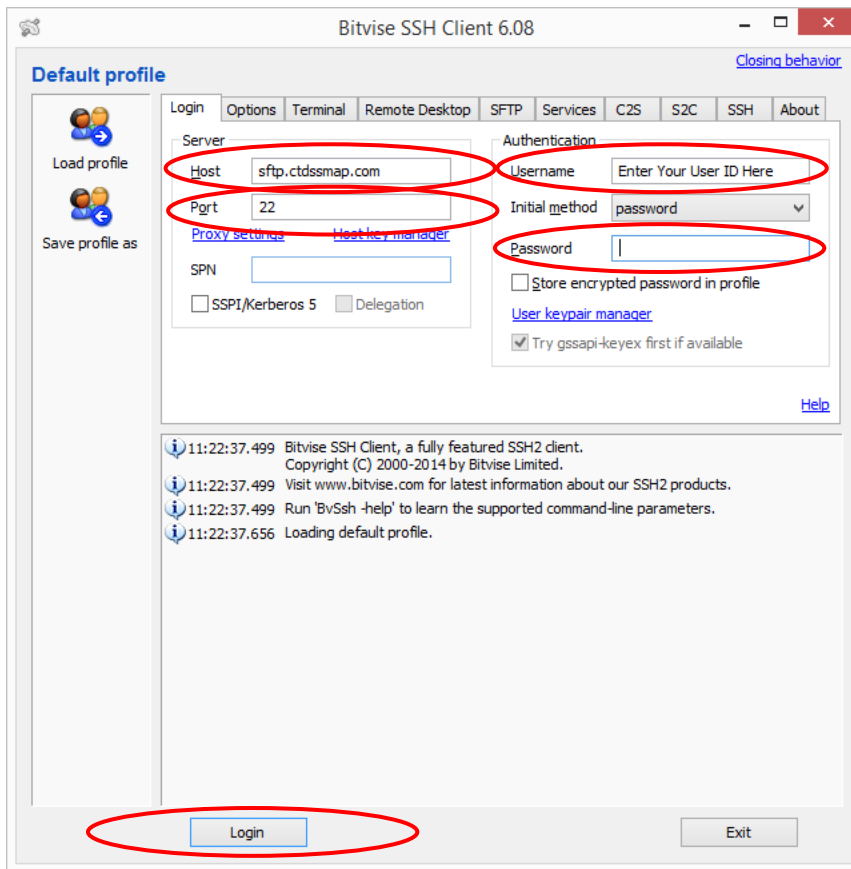
3. Create a Connection to the interChange Secure Server

- a. Enter the following information where requested:

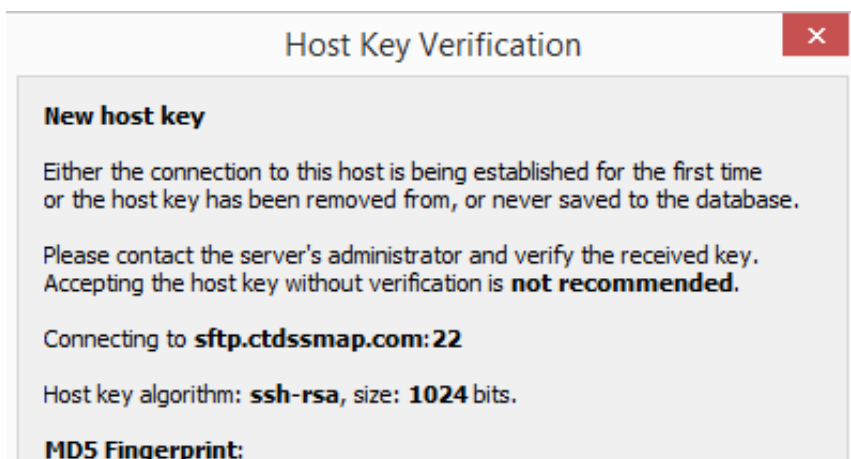
- **Host**
Enter sftp.ctdssmap.com
- **Port**
Enter 22
- **USERNAME**
Enter your User ID. The User ID will be provided by HP.

Note: Remember to use the ID and password for *either* the production or model office (test) environment.

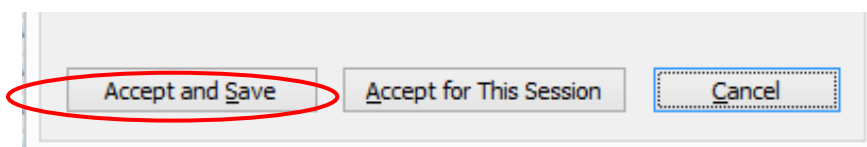
- **INITIAL METHOD**
Select “**Password**”
- Click “**Login**” once all of the values above are entered to the Login window.



b. The following window is displayed.

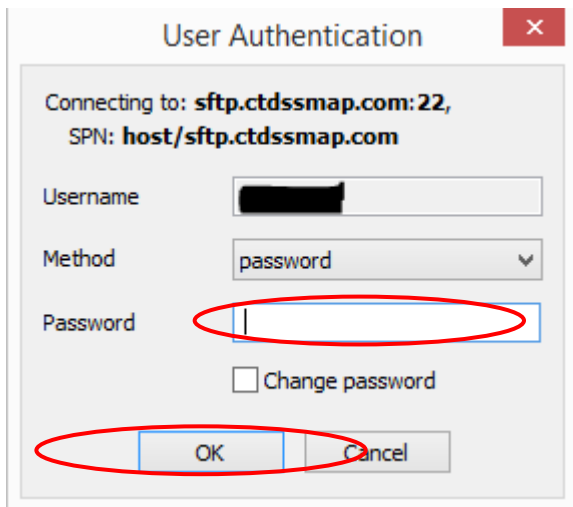


c. Select “Accept and Save”

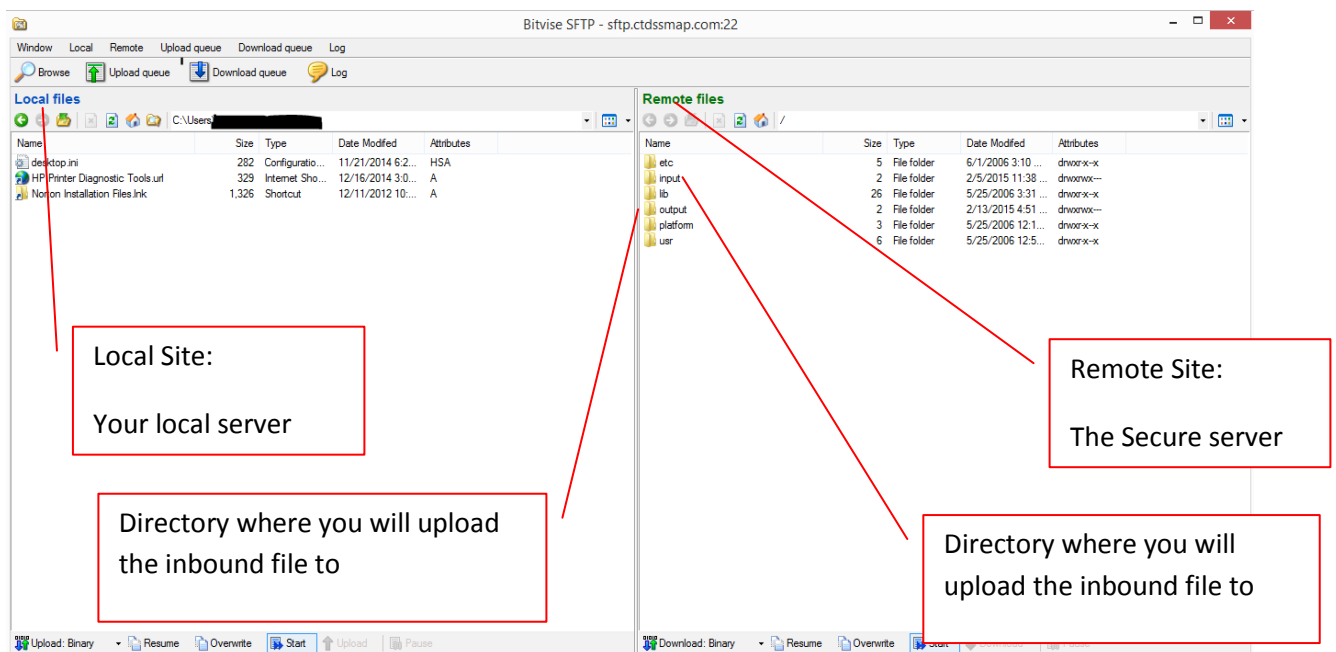


d. Enter your Password and select “OK”

The User ID and password will be provided by HP.



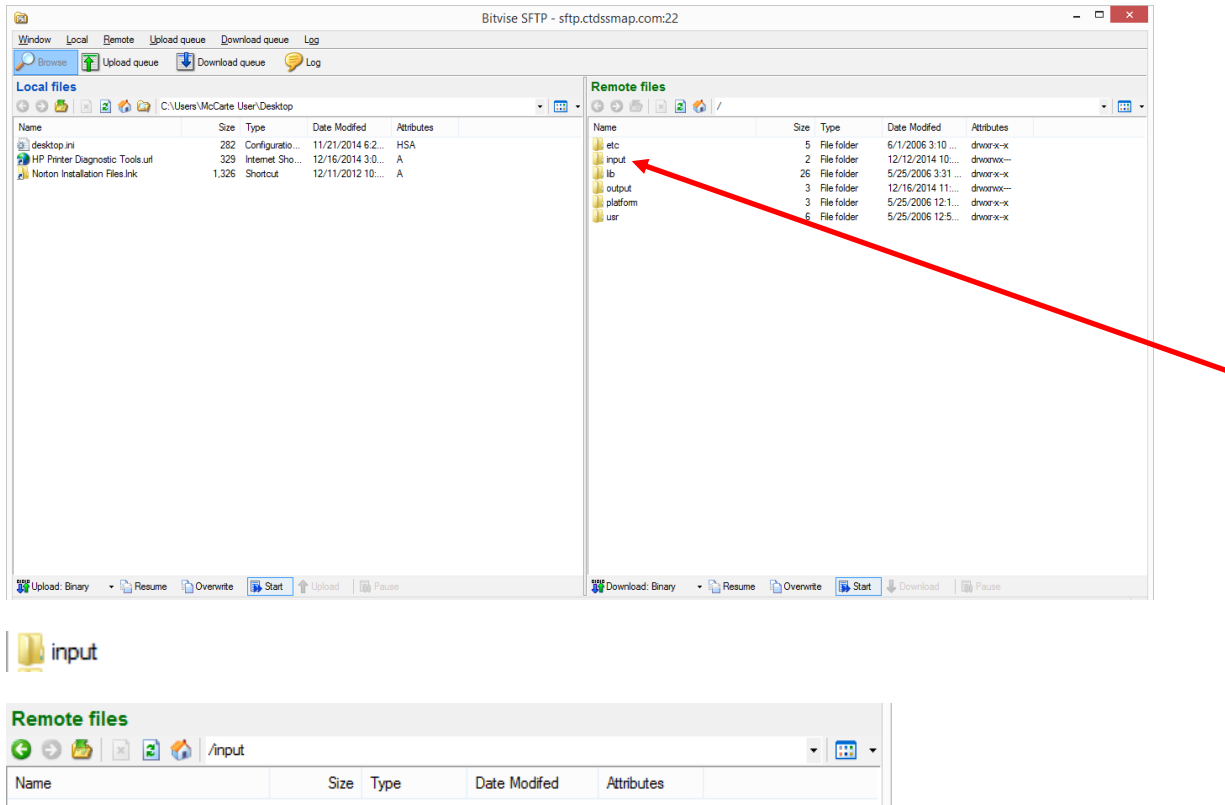
- e. Local Files from your local drive and Remote Files from the interChange drive are displayed.



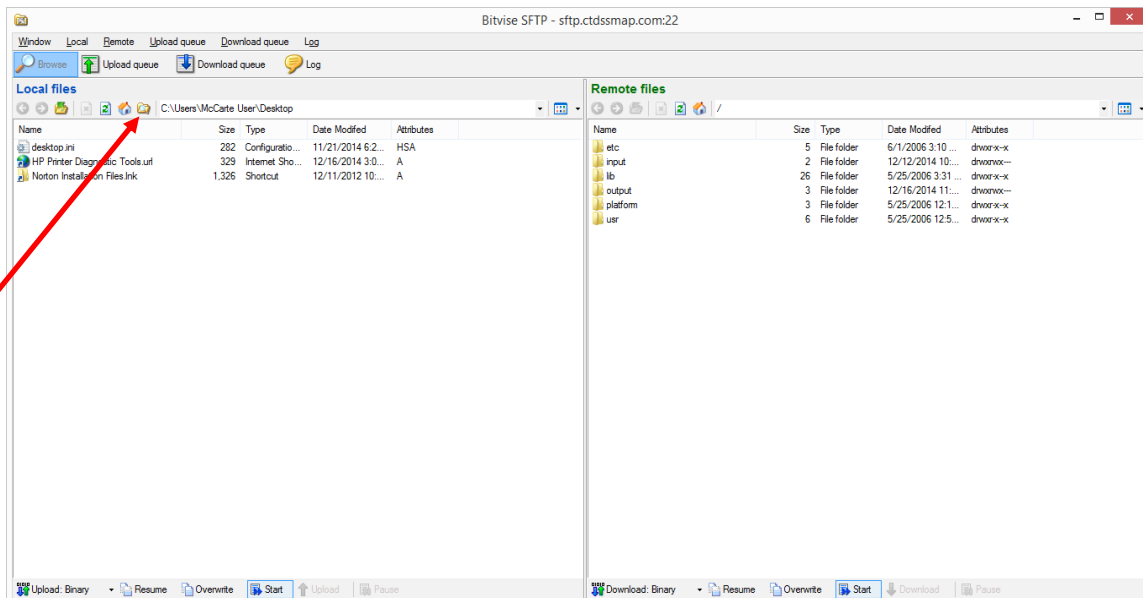
4. Uploading Files to the Secure Server Using Bitvise Tunnelier

This section covers uploading a file from your workstation to the interChange secure server. The following provides direction on how to connect to and transmit a file from your local workstation to the interChange secure server.

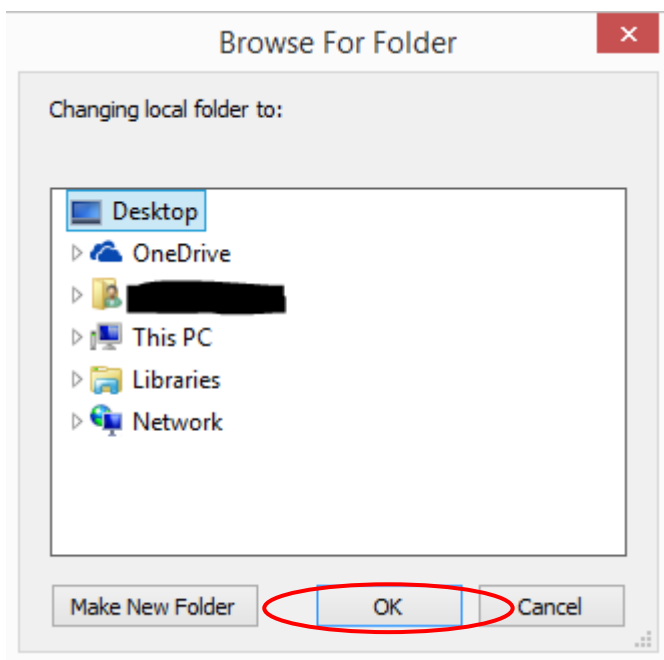
- a. Start Bitvise Tunnelier.
- b. Once connection has been established, double click the **input directory** located under the “**Remote site**” side of the tool. The “**Remote site**” is on the **right side** of the application. The “**Remote site**” is the secure server that you will **upload the file to**.



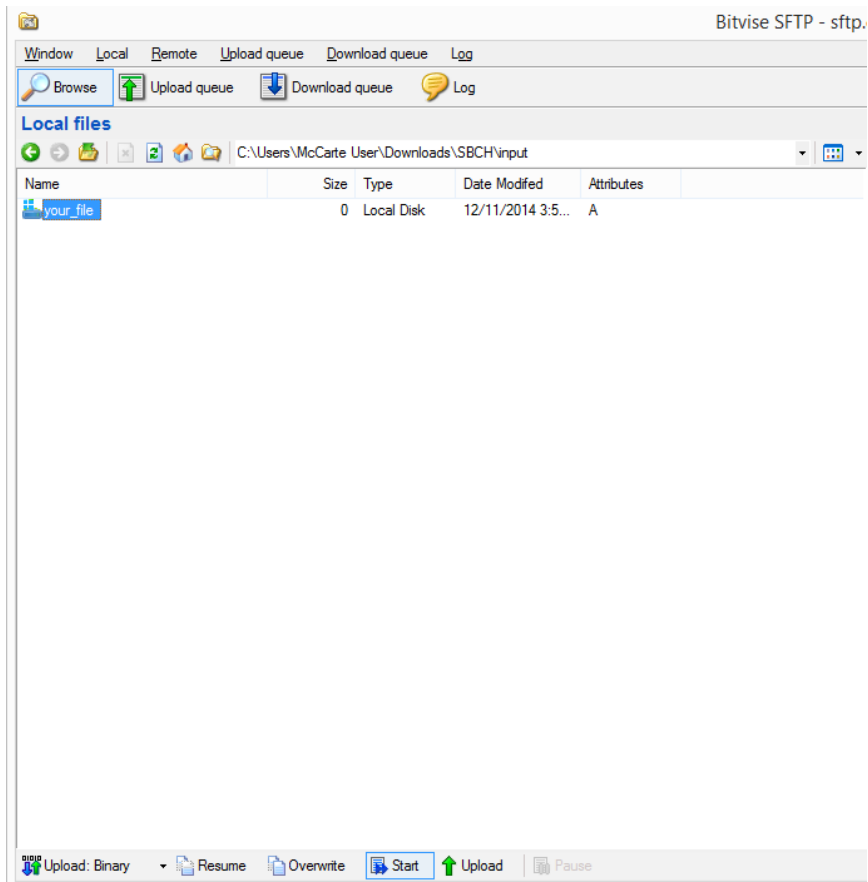
- c. Navigate to the directory on **your local drive** that contains the file to upload by clicking the folder icon under “**Local files**”.



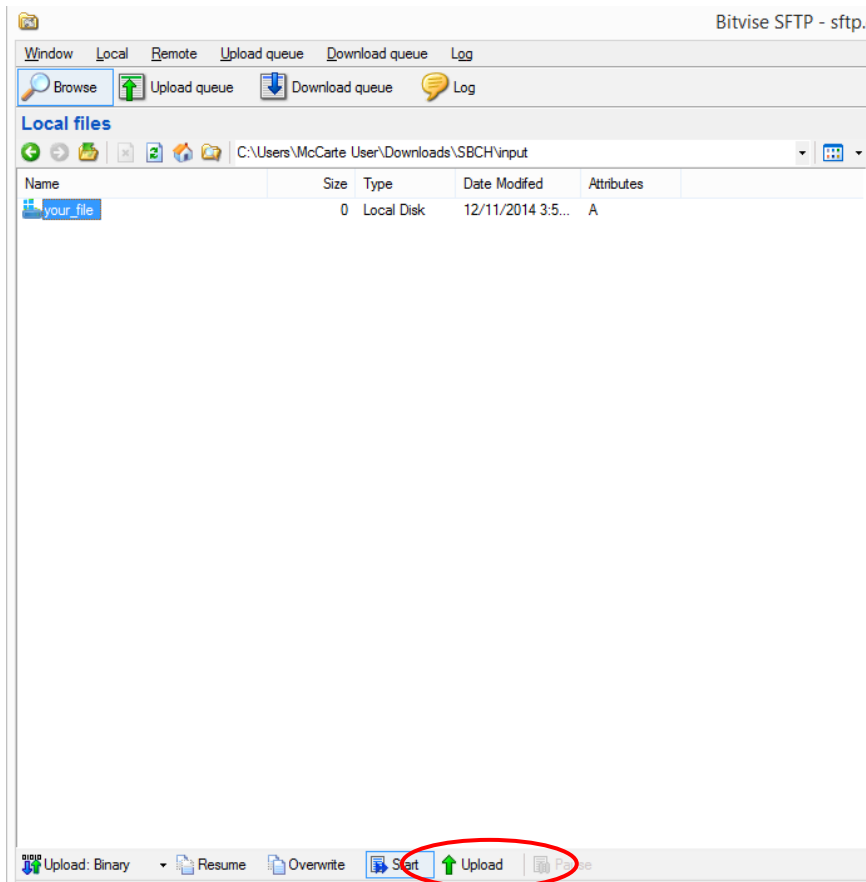
The following window will appear and enable you to browse your local directories to find the file you will upload. Once you locate the directory where the file is located, highlight it and select “OK”



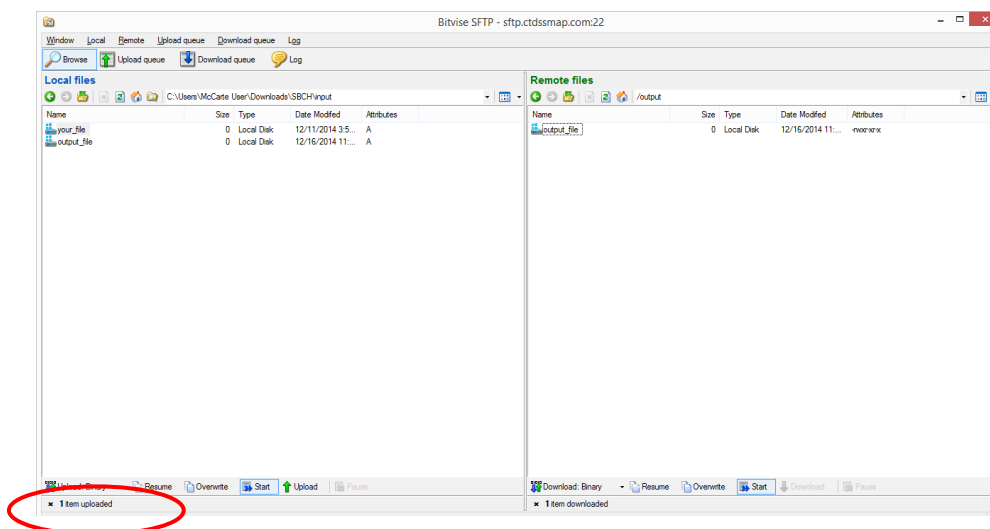
d. **Highlight** the file to be **uploaded**



e. Click once on the **green Upload arrow** located at the bottom of the “**Local files**” window



- f. A message at the bottom of the window will display if the file was uploaded

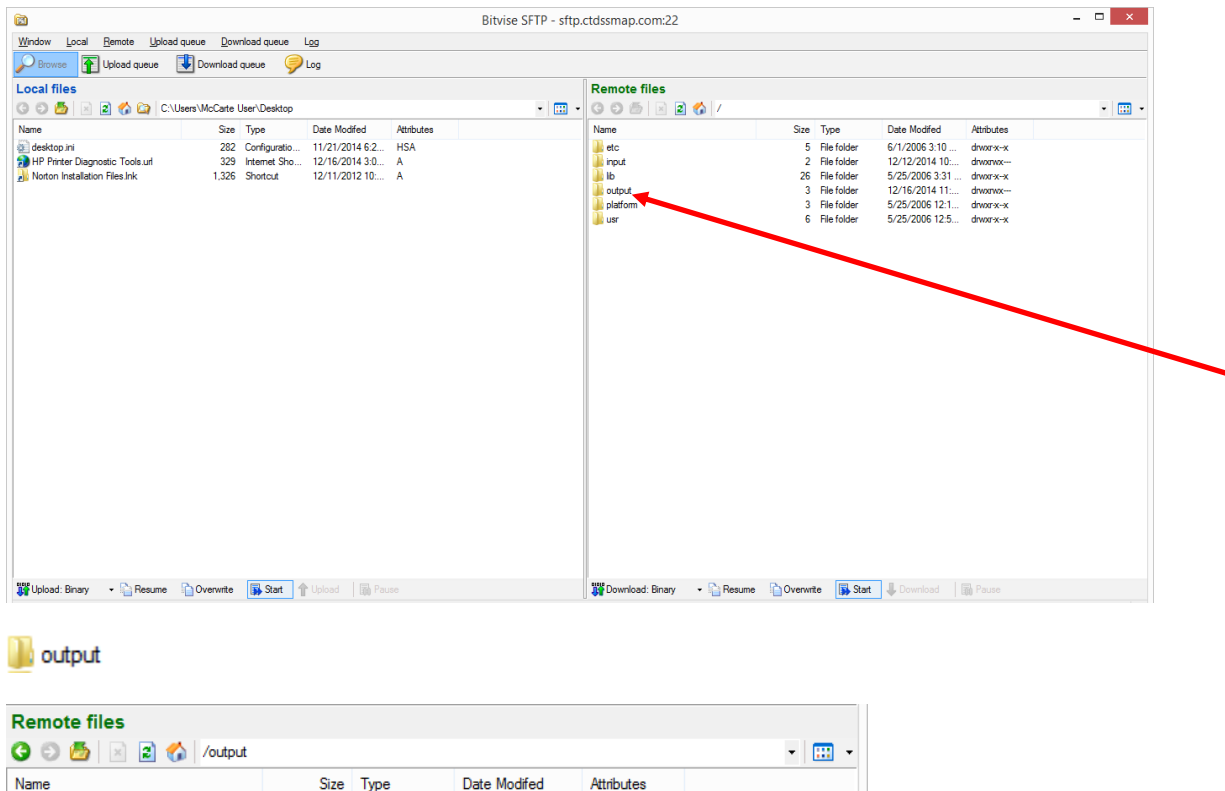


Note: The file on the “Remote files” side of the tool, may not display the file as it does above. The interChange system is designed to pull the file from that location. The file, in some cases, may be moved as soon as you upload it.

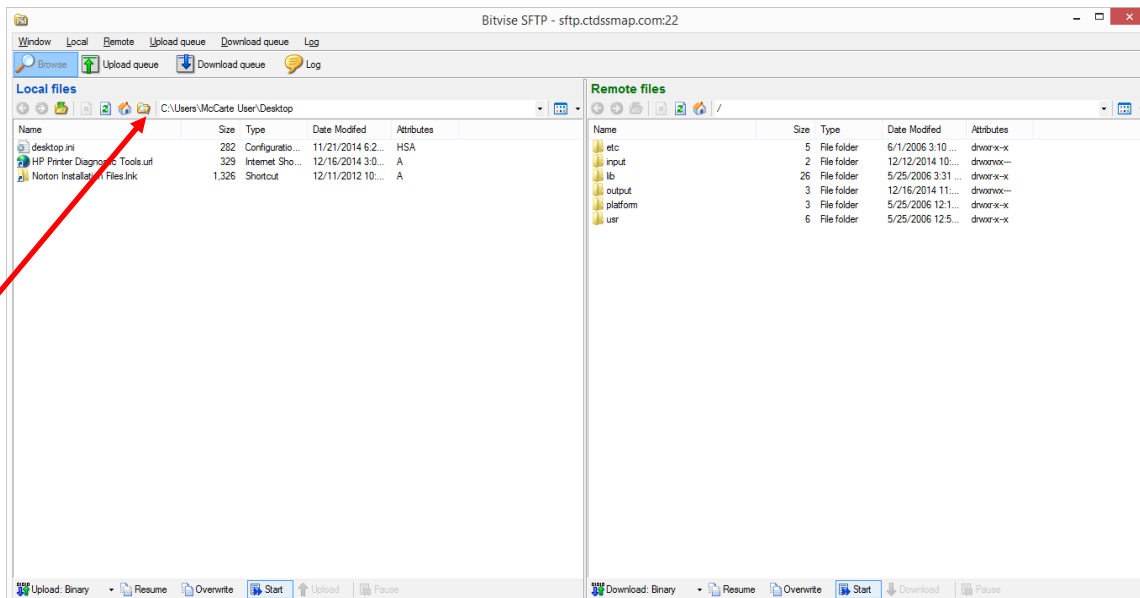
5. Downloading Files from the Secure Server Using Bitvise Tunnelier

This section covers downloading a file from the interChange secure server to your local workstation. The following provides direction on how to connect to and transmit a file from the interChange secure server to your local workstation.

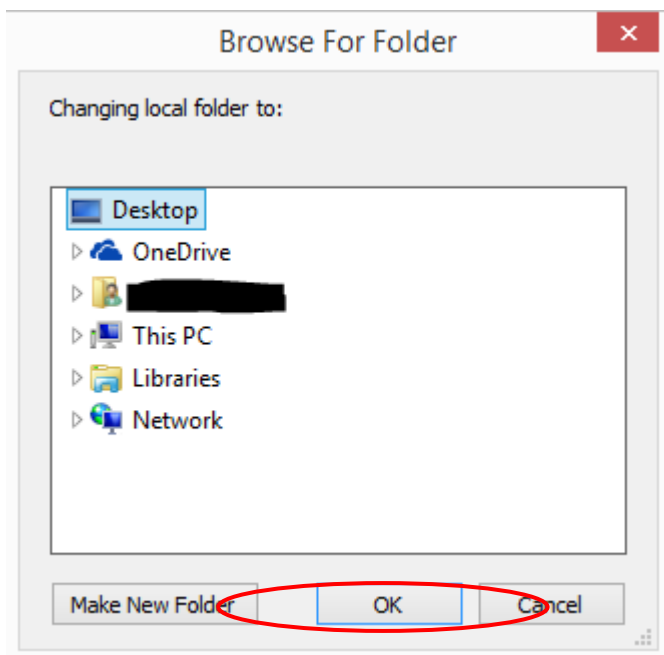
- a. Start Bitvise Tunnelier.
- b. Once connection has been established, double click the **output directory** located under the “**Remote site**” side of the tool. The “Remote site” is on the right side of the application. The “**Remote site**” is the secure server that you will **download the file from**.



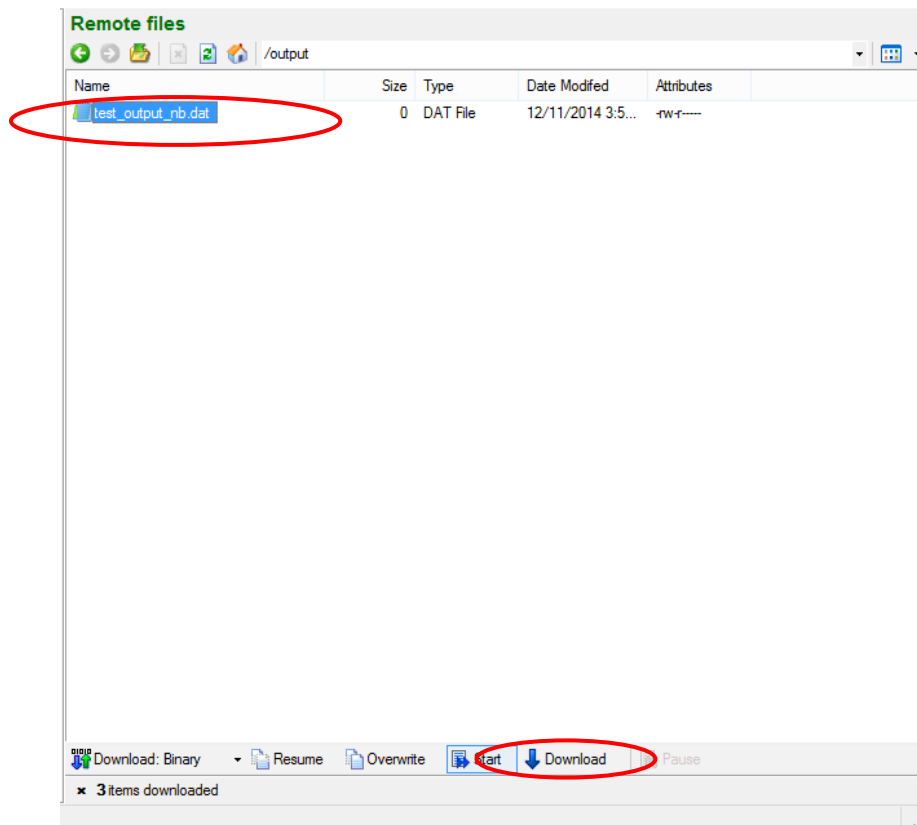
- c. Navigate to the directory on your local drive where you want to download to file to by clicking the folder icon under “**Local files**”.



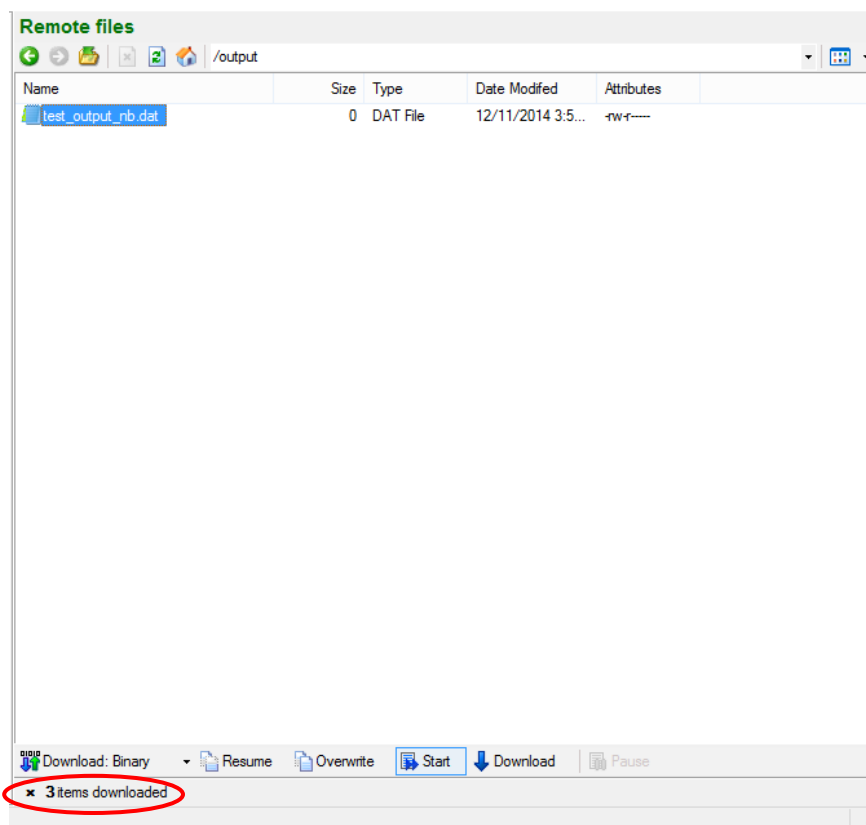
The following window will appear and enable you to browse your local directories to find the directory you intend to download the file to. Once you locate the directory where the file is located, highlight it and select “OK”



- d. **Highlight** the file that is to be downloaded and click once on the **blue Download arrow** located at the bottom of the “**Remote files**” window.

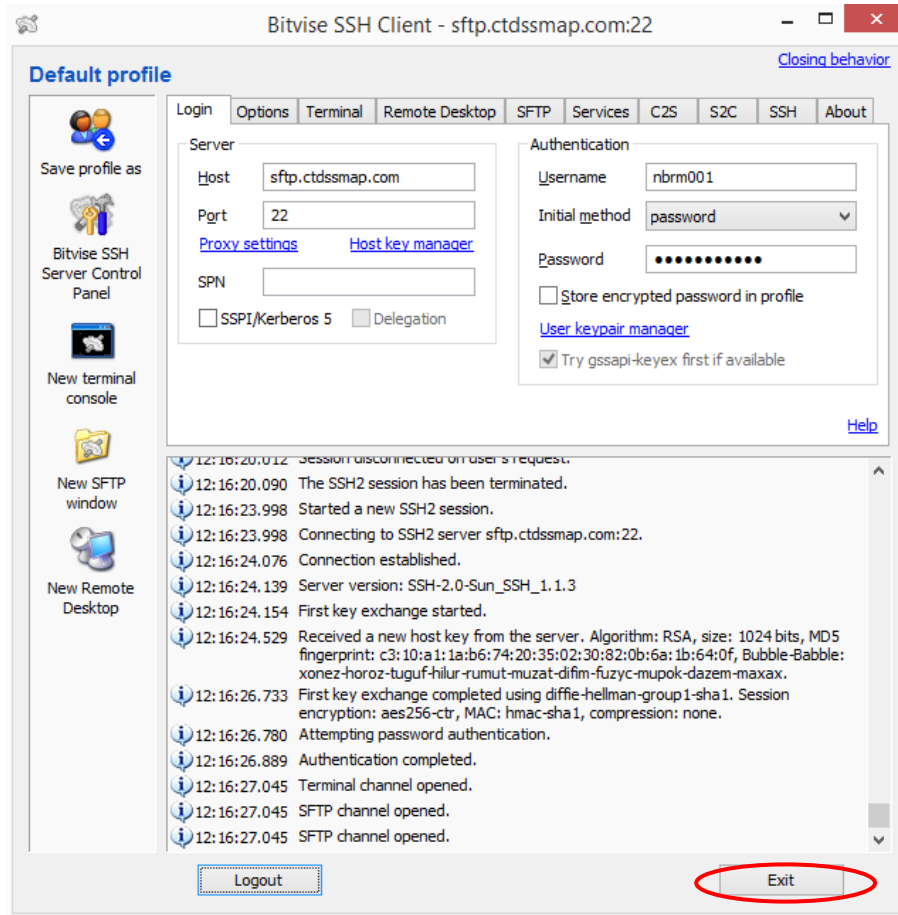


e. A message at the bottom of the window will display if the file was downloaded successfully



6. Exiting Bitvise Tunnelier

To exit the application, click on the **Exit** button



FILE LAYOUTS

This section documents the format of the “Input SBCH Request File” and the “Output SBCH Client Match File”. The input file is uploaded from a user workstation to the Connecticut interChange secure server using a secure (SFTP) connection. The output file is the client match file that will be generated by the Medicaid verification process in response to the uploaded file.

Note: In some cases the file layouts may carry over to another page.

INPUT SBCH Request File

Input files are uploaded to the Connecticut interChange secure server on the input directory by the SBCH organization. There are two record layout options documented below. The first is a non-delimited flat file and the other is a delimited Excel .csv (ampersand “&” must be used as the delimiter). Note, each record contains a “Match Request Date” field. This is the date used by the Medicaid verification process to determine if a client is eligible for Medicaid.

When producing a SBCH Request file, it is at the discretion of the district to determine who eligibility is checked for and from where the data is pulled internally within the district.

Flat File

Filename: SBCH*.txt (no blanks or special characters in the filename. Underscore “_” is acceptable)

Record Length: 145 (includes the Carriage Return and Linefeed characters)

Format: Uncompressed

Record Layout

Field Name	Data Type / Length	Start Position	Comments
Client Last Name	CHAR(50)	1	
Client First Name	CHAR(50)	51	

Field Name	Data Type / Length	Start Position	Comments
Client Date of Birth	NUMBER(8)	101	YYYYMMDD Example: 20141212 (Represents December 12, 2014)
Client Gender	CHAR(1)	109	Valid values: F – Female M – Male U – Unknown B – Both
Medicaid Client ID	CHAR(12)	110	Optional – If the data is not available, populate the field with blanks
Match Request Date	NUMBER(8)	122	YYYYMMDD Example: 20141212 (Represents December 12, 2014)
Reserved for Future Use	CHAR(1)	130	Space Fill
Consent Indicator	CHAR(1)	131	Valid Values: Y – return possible matching Medicaid ID N or Space – do not return possible matching Medicaid ID
For School District Use	CHAR(12)	132	Optional – If the field is not needed, populate with space
Carriage Return	CHAR(01)	144	Line delimiter, value is '0D'
Linefeed	CHAR(01)	145	Line delimiter, value is '0A'

Excel File

Filename: SBCH*.csv (no blanks or special characters in the filename. Underscore “_” is acceptable)

Record Length: 151 (Maximum)

Field Delimiter: “&”

Note: Do not add column headings to the file.

Record Layout

Field Name	Data Type / Length (lengths given are maximums)	Comments
Client Last Name	CHAR max. (50)	
filler	CHAR(1)	Delimiter Value “&”
Client First Name	CHAR max. (50)	
filler	CHAR(1)	Delimiter Value “&”
Client Date of Birth	NUMBER max. (8)	YYYYMMDD Example: 20141212 (Represents December 12, 2014)
Filler	CHAR(1)	Delimiter Value “&”
Client Gender	CHAR max. (1)	Valid values: F – Female M – Male U – Unknown

Field Name	Data Type / Length (lengths given are maximums)	Comments
		B – Both
filler	CHAR(1)	Delimiter Value “&”
Medicaid Client ID	CHAR max. (12)	Optional
filler	CHAR (1)	Delimiter Value “&”
Match Request Date	NUMBER max. (8)	YYYYMMDD Example: 20141212 (Represents December 12, 2014)
filler	CHAR(1)	Delimiter Value “&”
Reserved for Future Use	CHAR max. (1)	
filler	CHAR(1)	Delimiter Value “&”
Consent Indicator	CHAR(1)	Valid Values: Y – return possible matching Medicaid ID N or Space – do not return possible matching Medicaid ID
filler	CHAR(1)	Delimiter Value “&”
For School District Use	CHAR max. (12)	Optional

OUTPUT SBCH Client Match File

The client match output file is produced by the new Medicaid verification process and stored on the output directory of the Connecticut interChange secure server. The files are available for download by the SBCH organization. The client match file contains at least one record for every input request record. The “Medicaid Match Level” field indicates the criteria used to identify a match. Note, multiple records may be returned for a request record when there is a partial match as indicated by “Medicaid Match Levels” 4, 5 and 6.

The file will be compressed with a .zip extension. Microsoft WinZip may be used to extract the data file.

Flat File

Filename: [input filename].response.dat.zip

Record Length: 321 (includes the Carriage Return and Linefeed characters)

Format: Compressed (.zip)

Record Layout

Field Name	Data Type / Length	Start Pos.	Source Field	Comments
Client Last Name	CHAR(50)	1	From input file	Last name from the input file
Client First Name	CHAR(50)	51	From input file	First name from the input file
Client Date of Birth	NUMBER(8)	101	From input file	Date of birth from the input file Format: YYYYMMDD
Client Gender	CHAR(1)	109	From input file	Gender from the input file Valid values: F – Female

Field Name	Data Type / Length	Start Pos.	Source Field	Comments
				M – Male U – Unknown B – Both
Medicaid Client ID	CHAR(12)	110	From input file	Medicaid Client ID from the input file, this field is not changed from the input file
Match Request Date	NUMBER(8)	122	From input file	Requested match date from the input file Format: YYYYMMDD
Reserved for Future Use	CHAR(1)	130		Space
Consent Indicator	CHAR(1)	131	From input file	Valid Values: Y – return possible matching Medicaid ID N or Space – do not return possible matching Medicaid ID
For School District Use	CHAR(12)	132	From input file	From input upload file
Medicaid Match Level	CHAR(2)	144	Medicaid Verification System	Values are as follows: 1 - same Medicaid ID and dob 2 - same first name, last name, dob 3 - same first name, last name, dob with names reversed 4 - same last name, dob and first 3 of first name 5 - same first name, dob and first name soundex or nickname

Field Name	Data Type / Length	Start Pos.	Source Field	Comments
				match 6 - same first name, dob, and last name soundex match 7 - same dob, first name, and first 4 of last name 8 - same dob, first 4 of last name, and first name soundex or nickname match 9 - same dob, last name soundex, and first 3 of first name 10 - no match 0 - input date error
Medicaid Matched Client ID	CHAR(12)	146	Medicaid Verification System	ID of client if possible match found and Consent Indicator on input file = "Y", otherwise blank.
Medicaid Matched Client Last Name	CHAR(20)	158	Medicaid Verification System	If matched, otherwise blank
Medicaid Matched Client First Name	CHAR(15)	178	Medicaid Verification System	If matched, otherwise blank
Medicaid Matched Client Date of Birth	NUMBER(8)	193	Medicaid Verification System	Format: YYYYMMDD if matched, otherwise blank
Medicaid Matched Client Address 1	CHAR(30)	201	Medicaid Verification System	If matched, otherwise blank

Field Name	Data Type / Length	Start Pos.	Source Field	Comments
Medicaid Matched Client Address 2	CHAR(30)	231	Medicaid Verification System	If matched, otherwise blank
Medicaid Matched Client City	CHAR(30)	261	Medicaid Verification System	If matched, otherwise blank
Medicaid Matched Client State	CHAR(2)	291	Medicaid Verification System	If matched, otherwise blank
Medicaid Matched Client Zip	CHAR(10)	293	Medicaid Verification System	If matched, fields separated by a hyphen; otherwise blank
Medicaid Matched Client Eligibility Indicator	CHAR(1)	303	Medicaid Verification System	If matched, otherwise blank; values are: E – Eligible I – Ineligible
MMIS Eligibility Effective Date	NUMBER (8)	304	Medicaid Verification System	If MMIS Matched and Client Eligibility Indicator = E
MMIS Eligibility End Date	NUMBER (8)	312	Medicaid Verification System	If MMIS Matched and Client Eligibility Indicator = E
Carriage Return	CHAR(1)	320		Line delimiter, value is '0D'
Linefeed	CHAR(1)	321		Line delimiter, value is '0A'

Excel File

Filename: [input filename].response.txt.zip

Record Length: 340 (Maximum)

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic
Client Last Name	CHAR max. (50)	From input file	Last name from the input file
filler	CHAR(1)		Delimiter Value "&"
Client First Name	CHAR max. (50)	From input file	First name from the input file
filler	CHAR(1)		Delimiter Value "&"
Client Date of Birth	NUMBER max. (8)	From input file	Date of birth from the input file YYYYMMDD
filler	CHAR(1)		Delimiter Value "&"
Client Gender	CHAR max. (1)	From input file	Gender from the input file Valid values: F – Female M – Male

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic
			U – Unknown B – Both
filler	CHAR(1)		Delimiter Value “&”
Medicaid Client ID	CHAR max. (12)	From input file	Medicaid Client ID from the input file, this field is not changed from the input file
filler	CHAR(1)		Delimiter Value “&”
Match Request Date	NUMBER max. (8)	From input file	Request date from the input file Format: YYYYMMDD
filler	CHAR(1)		Delimiter Value “&”
Reserved for Future Use	CHAR(1)		Space
filler	CHAR(1)		Delimiter Value “&”
Consent Indicator	CHAR(1)	From input file	Valid Values: Y – return possible matching Medicaid ID N or Space – do not return possible matching Medicaid ID
filler	CHAR(1)		Delimiter Value “&”
For School District Use	CHAR(12)	From input file	From input file

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic
filler	CHAR(1)		Delimiter Value "&"
Medicaid Match Level	CHAR max. (2)	Medicaid Verification System	<p>Values are as follows:</p> <ul style="list-style-type: none"> 1 - same Medicaid ID and dob 2 - same first name, last name, dob 3 - same first name, last name, dob with names reversed 4 - same last name, dob and first 3 of first name 5 - same first name, dob and first name soundex or nickname match 6 - same first name, dob, and last name soundex match 7 - same dob, first name, and first 4 of last name 8 - same dob, first 4 of last name, and first name soundex or nickname match 9 - same dob, last name soundex, and first 3 of first name 10 - no match 0 - input date error
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client ID	CHAR(12)	Medicaid Verification	ID of client if possible match found and Consent Indicator on input file = "Y", otherwise blank.

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic
		System	
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client Last Name	CHAR max. (20)	Medicaid Verification System	If matched, otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client First Name	CHAR max. (15)	Medicaid Verification System	If matched, otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client Date of Birth	NUMBER max. (8)	Medicaid Verification System	Format: YYYYMMDD if matched, otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client Address 1	CHAR max. (30)	Medicaid Verification System	If matched, otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client Address 2	CHAR max. (30)	Medicaid Verification	If matched, otherwise blank

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic
		System	
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client City	CHAR max. (30)	Medicaid Verification System	If matched, otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client State	CHAR max. (2)	Medicaid Verification System	If matched, otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client Zip	CHAR max. (10)	Medicaid Verification System	If matched, fields separated by a hyphen; otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client Eligibility Indicator	CHAR max. (1)	Medicaid Verification System	If matched, otherwise blank; values are: E – Eligible I – Ineligible
filler	CHAR(1)		Delimiter Value "&"

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic
MMIS Eligibility Effective Date	NUMBER max. (8)	Medicaid Verification System	If MMIS Matched and Client Eligibility Indicator = E
filler	CHAR(1)		Delimiter Value "&"
MMIS Eligibility End Date	NUMBER max. (8)	Medicaid Verification System	If MMIS Matched and Client Eligibility Indicator = E

WORKING WITH FILES

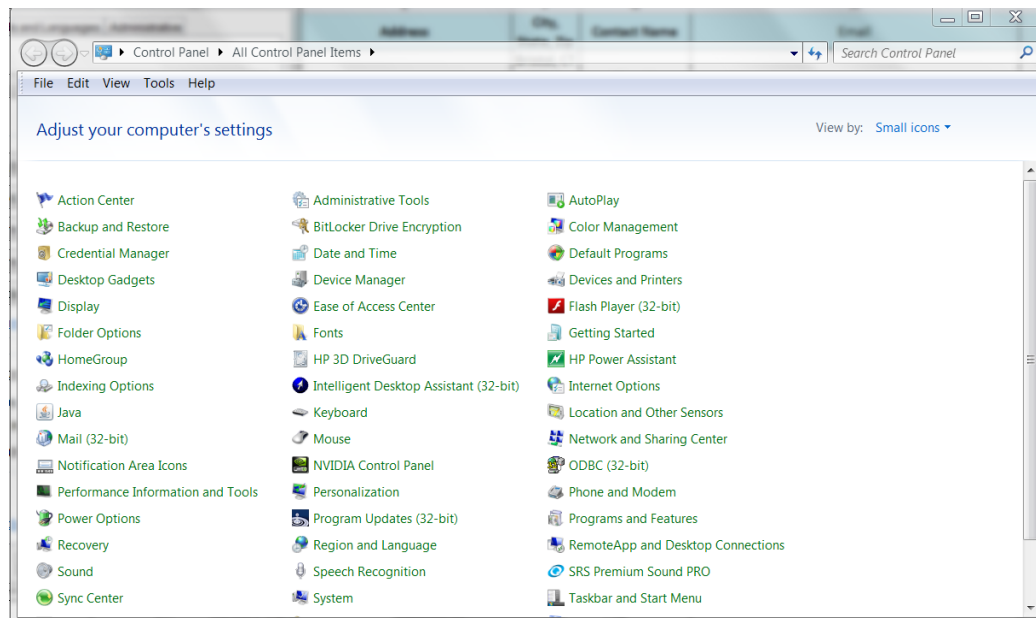
The interChange secure server can accommodate both a standard flat file and character "&" delimited file for the input request file.

Character delimited files are required when MS Excel is used to create or format a file. To ensure that the data is processed correctly, HP uses an ampersand (&) as the character delimiter. This avoids processing standard characters like a comma or tab inadvertently as delimiters that may be imbedded in the data.

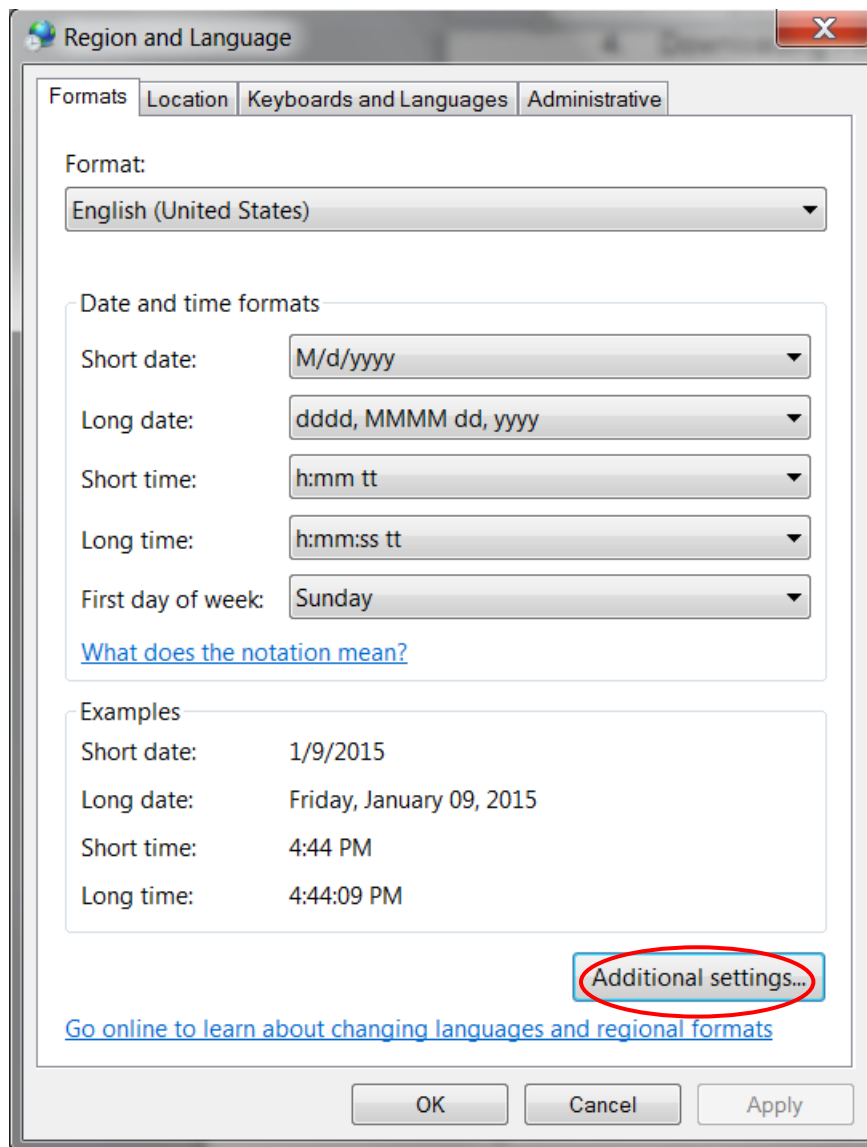
The following provides instructions to create and read an ampersand delimited file, as well as changing the default delimiter for Excel, in a Windows 7 environment. Instructions may vary for other versions of Windows.

Changing the Default Delimiter

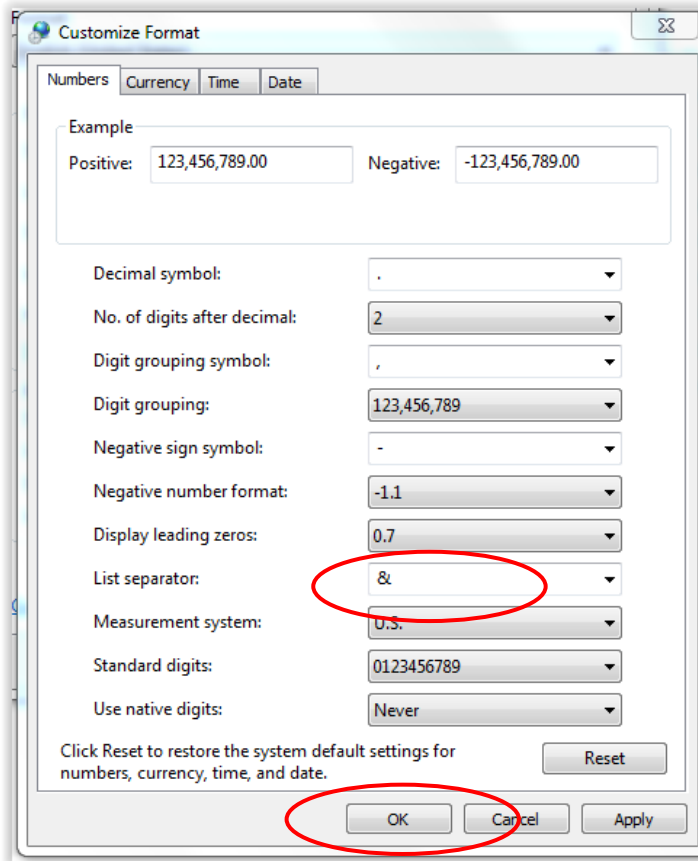
1. Open the Control Panel and click on "Region and Language"



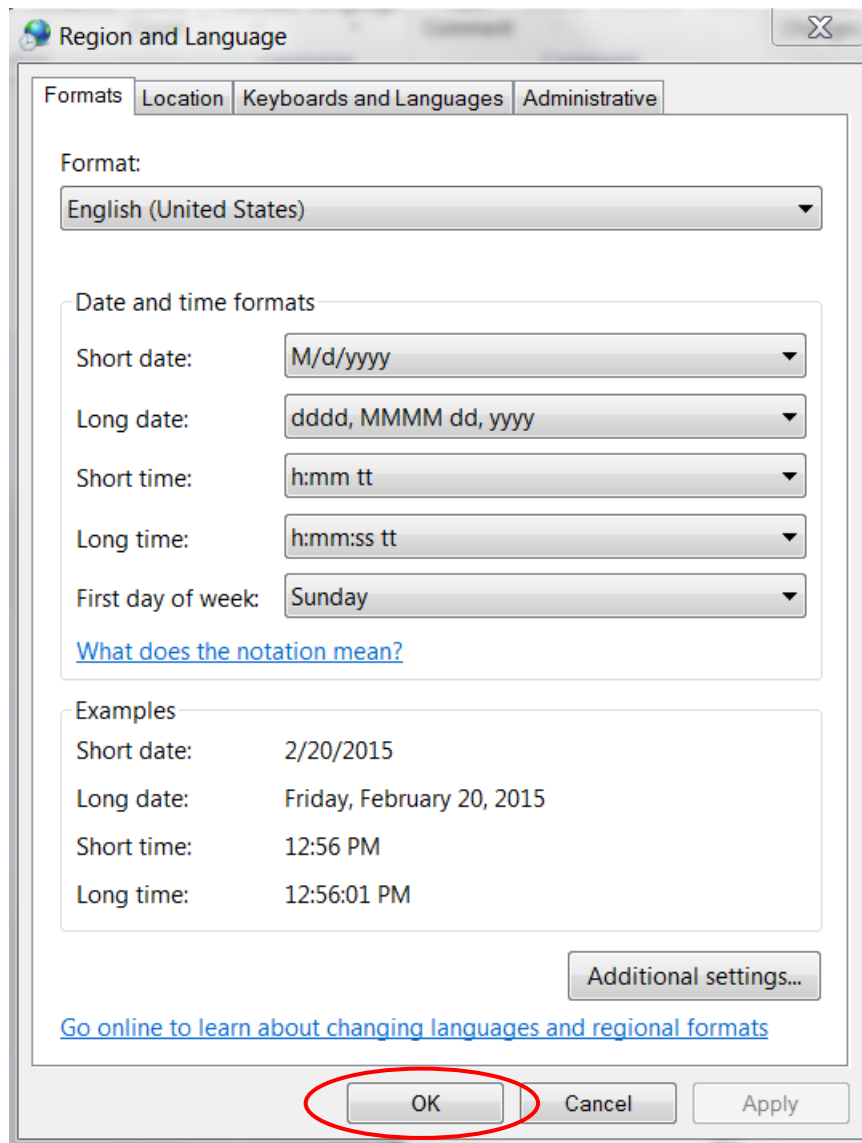
2. From Region and Language, click on “Additional Settings”



3. At “List Separator” type in “&” and click “OK”.



4. Click “OK” on the Region and Language window.



Saving a Delimited *.csv File

1. Complete the steps listed in the section above “Changing the Default Delimiter”. **Note:** You may want to talk to your IT department or help desk about changing the default delimiter. Some organizations use a network version of Excel. If this is the case, others may be impacted by the change.
2. Format the data in Excel per the “INPUT SBCH Request File” section “Excel File” format.
3. Select “Save As” in Excel
4. Name the file in the following format:

*.CSV

“Save as type” is “CSV (Comma delimited) (*.csv)”

Note: Remove any additional tabs from the workbook.

A Microsoft Excel message may appear advising, “<Filename> may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?”

Select “Yes”

If you performed the change to update the default delimiter to ampersand “&” from the factory default comma “,”, the file will save with ampersand “&” as the field delimiter.

5. To *verify* that your file saved with ampersand “&” delimiters, go to Windows Explorer and right click on the file. Select “Open with” “Notepad”.

The data should contain “&” between each value.

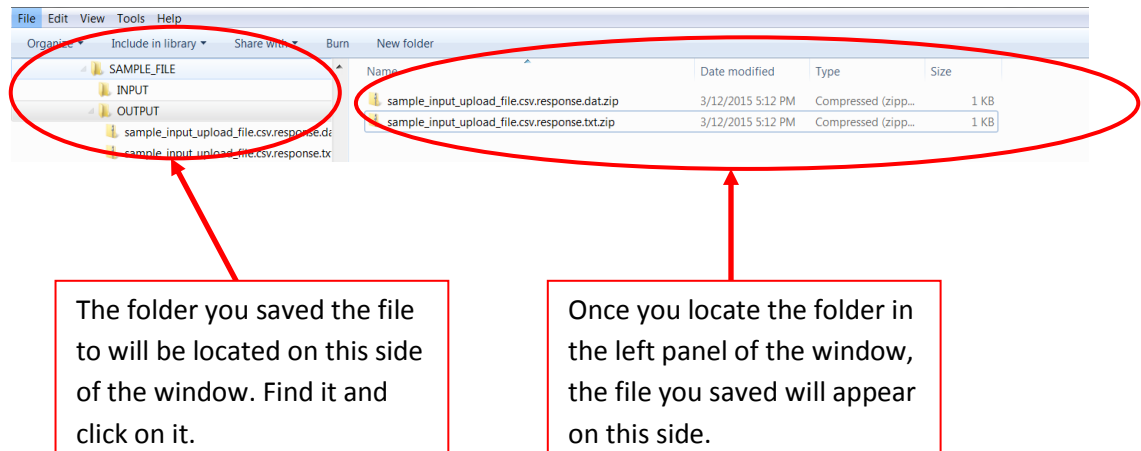
Windows Explorer - Uncompressing Downloaded Files

Download Output files will be in compressed format and will have a .zip extension. Some versions of Windows Explorer have the capability to uncompress files. The following documentation provides directions on how to use Windows Explorer to uncompress the files you downloaded from the interChange secure server.

1. Open Windows Explorer



2. Locate the file you downloaded from the Secure server



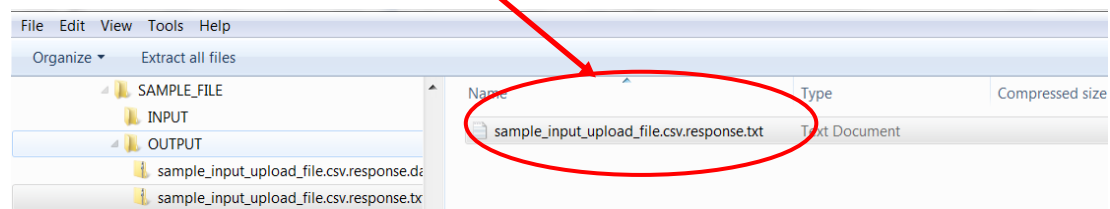
3. Move your cursor over the file that you want to uncompress.

In this case we will highlight the ***response.txt.zip** file since we plan to format the file in **Excel**.

4. **Right mouse click** while the cursor is hovering over the ***response.txt.zip** file.

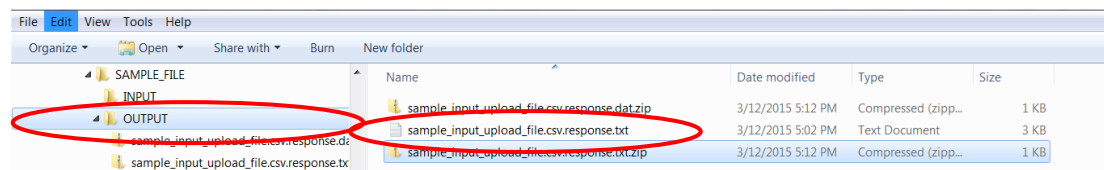
5. Click on **Open**

After clicking **Open** you will see something similar to the following. Note that the .zip extension is no longer there.



6. Move your cursor over the file on the right hand side and **hold the left mouse button down**.

7. **Drag** the file over to the left side of the window and put it in a folder where you will be able to access it using Excel.



Microsoft WinZip – Uncompressing Downloaded Files

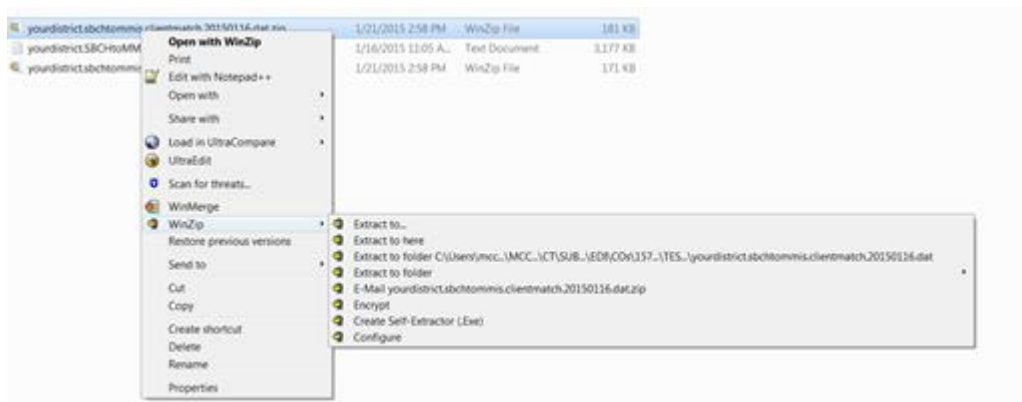
Output files will be in compressed format and will have a .zip extension. If you plan to manually extract or decompress files, you may want to use the WinZip utility. If WinZip does not exist on your workstation, download and install it from a trusted site.

Instructions below are for a Windows 7 environment.

- a. Download the output file to your local workstation.

Name	Date modified	Type	Size
yourdistrict.sbchtoMMIS.clientmatch.20150116.dat.zip	1/21/2015 2:58 PM	WinZip File	181 KB
yourdistrict.sbchtoMMIS.clientmatch.20150116.txt.zip	1/21/2015 2:58 PM	WinZip File	171 KB

- b. Right click the file
c. Select “Extract to here”



- d. The files will be displayed.

yourdistrict.SBCHtoMMIS.clientmatch.20150116.txt	1/16/2015 11:05 A...	Text Document	3,177 KB
yourdistrict.sbchtoMMIS.clientmatch.20150116.txt.zip	1/21/2015 2:58 PM	WinZip File	171 KB

- e. Open the .txt file from Excel and follow the instructions outlined in the “Opening a Delimited *.txt Output File” section in this document.

Opening a Delimited *.txt.zip Output File

1. From Windows Explorer, right click on the file name

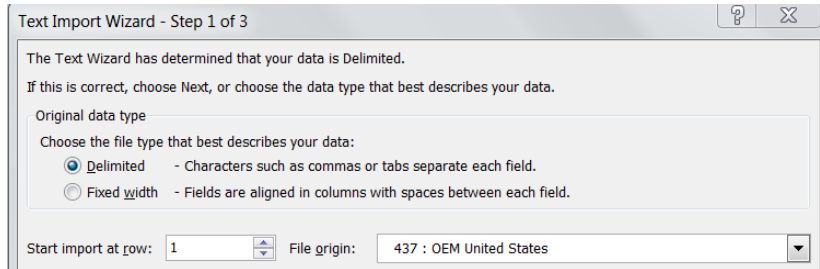
yourdistrict.sbchtoMMIS.clientmatch.20150116.txt.zip	1/21/2015 2:58 PM	WinZip File	171 KB
------------------------------------------------------	-------------------	-------------	--------

2. If you have WinZip installed, select “WinZip”, then “Extract to here”.
3. The files will be displayed

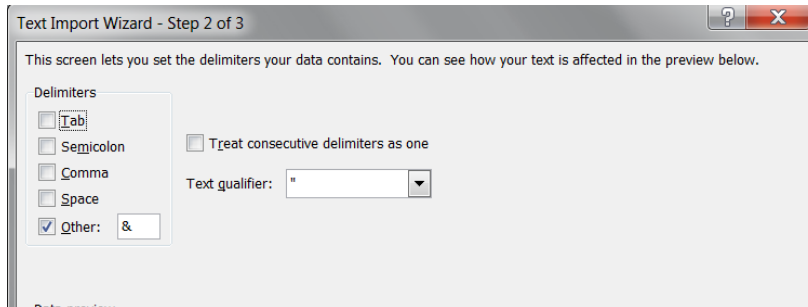
Open the Excel application, select the “File”, then “Open”, and “All Files (*.*)” from the dropdown above the Open button. If you do not change to All Files, only “.xls” files will be displayed.

yourdistrict.SBCHtoMMIS.clientmatch.20150116.txt	1/16/2015 11:05 A...	Text Document	3,177 KB
yourdistrict.sbchtommmis.clientmatch.20150116.txt.zip	1/21/2015 2:58 PM	WinZip File	171 KB

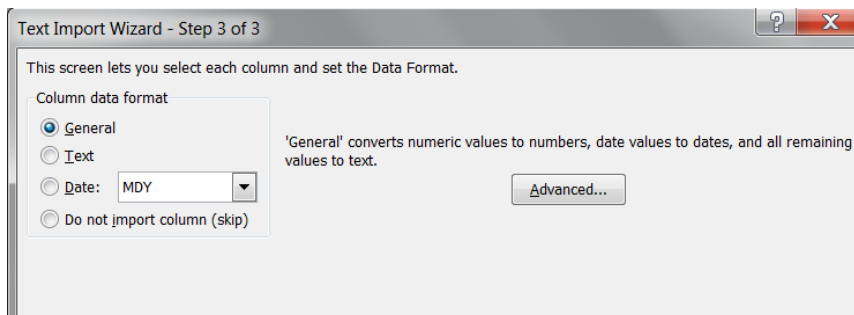
1. Select the .txt file that you extracted from the .zip file above.
2. If you did not change the default delimiter as outlined in the prior section, you may see the following. Click on the “Delimited” radio button and select “Next”.



4. Select “Other” and type in an ampersand “&”. Select “Next”:



5. Select “Finish”



6. The data should be formatted in an Excel spreadsheet.